

MCLENNAN ROSS

LEGAL COUNSEL

Wills and Estates Paralegal

We have a dynamic team of professionals who are highly motivated with strong team spirit to provide exceptional support to our lawyers and clients. We are currently recruiting for a full-time Wills and Estates Paralegal to join our Edmonton office.

Position Overview:

The Wills and Estates Paralegal will work within a team of paralegals responsible for supporting lawyers in the preparation of documents, forms, and applications in the areas of estate administration, estate litigation, and trust administration. This role requires strong organizational skills, attention to detail, and knowledge of Alberta's estate and estate administration procedures.

Job Responsibilities:

- Draft and prepare wills, codicils, enduring powers of attorney, and personal directives based on lawyer instructions
- Draft and prepare documentation related to estate administration and trust administration.
- Prepare client intake forms and estate planning summaries
- Communicate with clients to gather information and schedule appointments
- Maintain and update precedent documents
- Prepare Grant and other estate administration application documents, affidavits, notices, and court forms
- File documents with the Court of King's Bench and track deadlines
- Prepare correspondence to beneficiaries, financial institutions, and third parties
- Assist with estate accounting, including asset inventories, distributions, and final accounts
- Organize and maintain estate files, both physical and electronic

Our Ideal Candidate:

- Is a strong team player while having the ability to work independently
- Demonstrates strong time management and organizational skills
- Maintains professionalism, confidentiality and discretion
- Possesses good judgment with a high level of accuracy and strong attention to detail
- Has excellent verbal and written communication skills
- Is highly motivated, self-directed and able to prioritize and handle multiple deadlines in a fast paced environment
- Has advanced experience in the MS Office suite
- Has prior experience with NetDocuments or another document management system

Wills and Estates Paralegal

Key Qualifications and Education:

- Post secondary education from a recognized Paralegal program with a minimum of 3 years of Wills and Estates experience
- Strong understanding of estate procedures, assets, liabilities, and financial documentation.
- In depth knowledge of legal terminology & principles, and the Alberta Surrogate Rules of Court

What you will find at McLennan Ross:

- A highly professional environment that is built on a strong culture and spirit of teamwork
- Engaging and fun work environment with a lively social/staff committee
- Our proven high quality of service and commitment to our clients

Career Package:

We offer a challenging and progressive work environment together with an excellent salary/benefits package, including a matching pension plan and health spending account.

Qualified and talented candidates may submit their resume and cover letter (via email) to:

McLennan Ross LLP, Human Resources
600 McLennan Ross Building
12220 Stony Plain Road NW Edmonton, AB T5N 3Y4
E-mail: human.resources@mross.com

About McLennan Ross:

At McLennan Ross, you will find a community of people who are passionate about the work we do and who genuinely value and support one another. While we foster a team approach, we also value the diverse contributions and individuality of all our members.

With a shared commitment to excellence, we make a national impact through our work with clients across Canada. Our lawyers have been involved in numerous landmark cases, at all levels of the Canadian judicial system, including the Supreme Court of Canada. Many of our cases have profoundly affected the legal framework in which many businesses operate today.

Our open-door policy means you will benefit from a strong support base. It is our deep-seated belief that through continuous collaboration, we are not only providing our clients with the best possible service, we are cultivating an environment where everyone has the opportunity to learn and grow.

Wills and Estates Paralegal

As a firm, we are defined by our values. They drive us. They inspire us. They inform everything we do.

Our Values:

1. Unrivaled Client Focus

Our client experience is second to none. We strive for excellence in Law and are always looking for creative, practical solutions to get the best results for our clients and the firm.

2. Passionate and driven

We're all in! We are passionate about the work we do and are driven by results.

3. Genuine and approachable

We are unpretentious and no one calls us stuffy. We welcome diversity and know that we are better together.

4. Make a difference

We care about our clients, our community and each other and we want to make a difference in the lives of those around us.

Visit us online at mross.com.