

Legal Assistant - Wills and Estates

Pay: CA\$45,000.00 - CA\$75,000.00 per year

Job description:

Please note: Only candidates currently residing in the Vernon area will be considered. At this time, we are unable to accommodate applicants requiring relocation.

Our firm:

Cherkowski Marsden LLP is a boutique law firm with offices in Vernon, Salmon Arm and Enderby. Our team specializes in a variety of areas including real estate, corporate, commercial, wills and estates, litigation and family law. We are a supportive and cohesive firm focused on a positive work environment and excellent customer service. For more information, please visit <https://www.cmlawyers.ca/>.

What we are seeking:

We are recruiting for a Wills and Estates Legal Assistant.

Key responsibilities of the role include:

- We are looking for a detail-oriented individual to support our wills and estates team
- Provide general administrative support to the legal team.
- Open, maintain and organize client files, ensuring all documentation is up-to-date and accurate.
- Draft and proofread legal documents, correspondence, and reports.
- Schedule appointments and meetings.
- Communicate with clients, banks, and other legal professionals.
- Assisting senior wills and estates staff under direction
- Assist lawyers in the preparation and management of wills, estates, and probate files.;

Vernon
201, 2928 - 29 Street
Vernon, BC V1T 5A6

Telephone: 250-308-0338
Fax: 250-308-0348

Salmon Arm
181 Hudson Avenue NE
P.O. Box 789
Salmon Arm, BC V1E 4P9

Telephone: 250-803-9171
Fax: 250-803-9165

Enderby
601 Cliff Avenue
Enderby, BC V4Y 4B4

Telephone: 778-443-5065

Toll Free: 855-285-2551
Website: cmlawyers.ca
Email: info@cmlawyers.ca

Qualifications required:

- A Legal Administrative Assistant Certificate or an equivalent combination of education and experience.
- A minimum of 3 years of experience as a Legal Assistant, preferably in a wills & estates.
- Proficiency in MS Office Suite.
- Proficiency in online legal file management software systems.
- Strong attention to detail.
- Exceptional organizational and prioritization skills.
- Excellent communication and interpersonal skills to deal effectively with clients, lawyers.
- Ability to professionally handle sensitive and confidential matters.

Benefits and Salary:

We offer:

- A friendly and supportive work environment.
- Opportunity for professional growth.
- Generous vacation time for work-life balance.
- Extended health benefits
- A competitive salary.

Location:

The position is a full-time, in-office position based in Vernon, BC.

How to contact us:

While we thank all individuals for their interest, only those selected for an interview will be contacted.

Please email our office at corynao@cmlawyers.ca to apply or if you would like more information or a confidential conversation about this opportunity.

We are only considering applicants who currently live in the Vernon area or are able to commute comfortably to the Vernon office. Unfortunately, we are not accepting applicants who would require relocation to the Vernon area.

Job Type: Full-time

Benefits:

- Company events
- Extended health and dental care
- Parking

Ability to commute/relocate:

- Vernon, BC: reliably commute or plan to relocate before starting work (preferred)

Education:

- Secondary School (required)

Experience:

- legal assistant: 2 years (required)

Work Location: In person