**Estates Administration Law Clerk, McKenzie Lake Lawyers LLP, Guelph, ON**

McKenzie Lake Lawyers LLP is a law firm with over 160 members located in London and Guelph, Ontario. As a member of McKenzie Lake Lawyers LLP, you will enjoy a supportive, collegial and team-based culture. We provide stimulating work and learning and development opportunities.

We have an opportunity for a permanent full-time Estates Administration Clerk in our Guelph, Ontario location.   The successful candidate will be organized, discreet and detail-oriented with a client-first approach to the work.  The hours of work are 9:00 am to 5:00 pm with some flexibility required to meet client needs.

The main responsibilities for this role include but not limited to:

* Managing detailed and complex wills, power of attorneys, trust and estate administration services;
* Assist with preparing, drafting, and revision of legal documents, estate forms, correspondence and reporting letters independently with minimal supervision;
* Ensuring estate documents and procedures are completed in a timely manner including forwarding draft documents to the lawyer and clients for review;
* Following up with clients for outstanding information and coordinating the flow of communication and documents between the lawyer, financial advisors, accountants and other professions in the administration of Estates;
* Day-to-day management and communications in connection with ongoing matters with clients, various levels within the firm, and various levels of Court, as directed by the lawyer;
* Completing required administrative tasks including file openings, billing, document production, scheduling appointments, scanning and file closings;
* Other duties as required.

Requirements

* Comprehensive knowledge of estate accounting, legal terminology, procedures and statutes with 3 – 5 years of relevant work experience;
* Law Clerk Diploma from a recognized educational institution;
* Analytical and problem-solving skills;
* Excellent English verbal and written communication skills including the ability to relate to people at all levels;
* Demonstrated commitment to privacy and ethical conduct

We offer a technologically advanced work environment with exposure to industry specific computer applications supported by a comprehensive training and ongoing support program.

We provide competitive compensation and benefits package.  McKenzie Lake is an equal opportunity employer and will work with and accommodate persons with disabilities throughout the entire recruitment, selection, and on-boarding process.

Qualified candidates are invited to submit a detailed resume with a cover letter to our Chief Administrative Officer Dianne Elliott at Dianne.[Elliott@mckenzielake.com](mailto:Elliott@mckenzielake.com)

We thank all applicants for their interest and advise that only those under consideration will be contacted.