

JOB POSTING
Estate Administration Clerk

Strike & Phillips LLP is a busy law practice in Bowmanville currently looking for an enthusiastic, organized and enthusiastic **Estate's Administration Clerk** to join our team. The successful candidate must enjoy working in a fast-paced environment and possess strong ability to work under pressure.

The ideal candidate for this position must have a working knowledge of Estate Administration including court filings and excellent estate accounting abilities. Additional traits include a professional and courteous telephone manner and possess the ability to work independently with minimal supervision.

Responsibilities

Manage Estate files which includes but is not limited to probate applications with and without a Will, survivorship applications, correspondence with various third party entities (banks, insurance companies, beneficiaries, etc.) and other estate administration duties.

Additional responsibilities include corresponding with clients and other professional offices (including law firms, real estate offices, etc.), drafting and preparing bank and client reports, filing and other duties as required.

Required Experience/Qualifications

You will be required to meet strict deadlines and possess excellent multi-tasking capabilities. You must have strong problem solving skills and the ability to manage ever changing priorities. Being a team player is essential while at the same time understanding your own individual responsibilities. You must be confident in your own abilities and dependable to both the office, lawyers and staff.

Education and Experience

A minimum of 3 years working in a Law office as an Estates Administration Law Clerk. Experience with Estate Court Applications, Microsoft Office (Word, Outlook) and Teraview are essential.

If you possess the requisite experience, and are interested in working in Durham Region, please send your resume in complete confidence to:

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