



ALEXANDER  
HOLBURN  
ALEXANDER HOLBURN BEAUDIN + LANG LLP

## JOB DESCRIPTION

### Wills & Estates Paralegal

Alexander Holburn Beaudin + Lang LLP is a Vancouver based law firm offering clients a high level of litigation and dispute resolution skills as well as services to business clients in Canada. Our professional firm offers our employees great work-life balance, staff recognition, staff events and an excellent benefits package together with a competitive salary. We are conveniently located in the Toronto-Dominion Tower of Pacific Centre.

We are currently seeking an experienced **Wills & Estates Paralegal** with solid work experience and a relevant educational background to join our team. Candidates must be able to work well both independently and within a team environment. If you are an organized, detail-oriented individual who demonstrates strong communication skills and professionalism while working with both staff and clients, we want to hear from you.

#### Responsibilities

- Preparing applications for estate grants, including probate and administration.
- Supervising estate administration files.
- Liaising with various external bodies including beneficiaries, financial institutions, the Public Guardian and Trustee's office, etc.
- Some drafting of wills and other estate and incapacity planning documents.
- Conducting searches, such as corporate, land title and personal property registry.
- Assisting with client interviews.

#### Qualifications

- A Paralegal certificate or diploma from a recognized institution.
- Minimum of 5+ years' Wills & Estates Paralegal experience, preferably working in Estate Administration.

- Excellent written and oral communication skills.
- Interest in learning Estate Planning would be considered an asset.
- Good analytical and problem-solving abilities.
- The ability to prioritize work and meet tight deadlines.
- A keen sense of attention to detail is a must.
- A high level of professionalism while working closely with lawyers, staff and clients.
- An interest in developing a career at our firm.

## Salary

AHBL offers a competitive salary and benefits package including health and dental plan, an Employee Assistance Program (EAP) and a matching RRSP Program after 2 years of employment with the firm.

We would like to thank all applicants; however, only successful candidates will be contacted. Please submit resumes to [hrinfo@ahbl.ca](mailto:hrinfo@ahbl.ca)