

WILLS, ESTATES & TRUSTS PARALEGAL

Alexander Holburn Beaudin + Lang LLP is a leading regional firm dedicated to providing a full range of business, litigation and dispute resolution services to clients throughout Canada and abroad. We proudly manage a large firm practice, while maintaining the close relationships and culture of a smaller firm.

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

Responsibilities:

- Drafting all documents related to:
 - Estate administration, estate and incapacity planning, including Wills, Powers of Attorney, Representation Agreements and other related documents; and
 - trust planning, including deeds of settlement and supporting transaction documents.
- Conducting and reviewing necessary Land Title, BC Assessment Authority and charity searches.
- Direct contact with clients, accountants, financial advisors, charities and other professionals.
- Working with internal AHBL corporate services and land departments to coordinate and facilitate estate and trust strategic plans.
- Maintaining accurate client document records and responding to inquiries from clients.

Qualifications:

- A paralegal certificate or diploma from an accredited institution; will also consider other equivalent education, such as a university degree, in a related field (law or legal-related, English or communications) together with previous law firm experience.
- Superior written and oral communication skills: high level written English skills are imperative and any additional background in writing or editing will be given special consideration.
- Good analytical and problem-solving abilities.
- Strong organizational skills and attention to detail.
- Ability to handle a high-volume practice, work autonomously, prioritize, multitask and meet deadlines.
- High level of professionalism interacting directly with team members, clients and other advisors.
- Proficient in MS Office and confident computer skills.

Compensation:

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

Diversity + Inclusion:

We value diversity and inclusion at our firm. Our commitment to developing a culture of inclusion for all employees that respects individual strengths, views, and experiences, includes attracting and hiring a workforce that broadly reflects our larger community. All job applicants, employees, and partners, regardless of age, culture, ethnicity, gender, nationality, physical ability, race, religious belief, and sexual orientation, are welcome here.

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