



Wills and Estates Assistant / Clerk

At Barriston Law, we make a difference in the lives of our clients, communities and co-workers by cultivating positive connections every day. We deliver peace of mind as we serve our clients with results-driven legal advice.

Do you want to work for the first B-Corp certified law firm in Ontario and feel a sense of purpose in your work?

We have a challenging position available within our dynamic and growing firm for a Wills and Estates Assistant / Clerk in our Barrie Office.

The successful candidate will have a strong work ethic, pay keen attention to detail and have a clear understanding of the value in providing excellent client service. Working in a team environment with experienced Law Clerks and Lawyers, he/she will be responsible for handling legal and administrative work related to wills and estates matters. The successful candidate must have a solid working knowledge of Estate-A-Base. A great attitude and emphasis on client experience is a must.

Responsibilities include:

- Scheduling appointments
- Opening files
- Electronic dictation
- Preparation of Wills, Powers of Attorney and related documents
- Preparation of Court documents
- Estate Accounting
- General Correspondence

The ideal candidate will have a minimum of 3 years of relevant experience as a Wills and Estates Law Assistant / Clerk and be proficient in standard office software and equipment. A graduate from a recognized Law Clerks Program is an asset. Excellent time management and computer skills are a pre-requisite. Program specific IT training will be provided through our in-house IT staff, as required, on an ongoing basis.

Please apply, including resume and cover letter to hr@barristonlaw.com.

Barriston Law values the benefits a diverse workforce brings to our practice. We strongly encourage applications from people of all genders, ethnicities, religions, sexual orientations, and people who identify with a disability. If we can offer you any accommodations through the hiring process please let us know. Additionally, if you have any suggestions on how we can make hiring more accessible please e-mail hr@barristonlaw.com.

Closing Date: March 27, 2020

No telephone calls or agencies please. We appreciate your interest in this position, however only successful candidates will be contacted.