

**CREIGHTON LAW LLP** is recruiting for an Estates/Wills Clerk to join our team. This role is a full-time in office permanent position. The firm offers a competitive compensation package with benefits and pension available.

The successful candidate will be self-motivated, independent, and comfortable in a dynamic environment with changing priorities and able to manage a large workload.

This position is best suited to individuals who are friendly, professional, with exceptional organizational skills and an outstanding ability to multi-task will ensure success in this role.

**Responsibilities and Duties**

* Preparing Estate administration documents, including probate applications and Estate Accounting
* Drafting Wills, Powers of Attorney and Trusts
* Maintaining inventory of Wills and Powers of Attorney
* Helping firm lawyers schedule and prepare for meetings
* Managing physical client files and/or electronic, preparing reporting letters and accounts to clients
* Communicating with clients electronically and in person
* Docketing and billing in PCLaw for client billing
* Other administrative tasks and/or special projects, as required

**Qualifications and Skills**

* Law Clerk Diploma with experience of a minimum of 3 – 5 years
* Proficient in Microsoft Office, Estateably and PCLaw
* Exceptional organizational and communication skills (verbal & written)
* Self-confident, self-starter who is able to work independently and is motivated
* Excellent communication skills (verbal & written)
* Keen attention to detail and able to meet tight deadlines
* A team player, who is willing to help other staff and Lawyers, as required

**About the organization:**

As one of the oldest law firms in Canada, Creighton Law LLP was established in 1885. We have served the community for 140 years because of our ability to provide efficient and effective comprehensive legal advice and services to our clients as well as adhering to the highest professional standards in serving our clients throughout the Durham Region. We are proud of the history and success of our firm and the high quality of legal services we have provided to generations of families in Oshawa and surrounding communities.

Please forward your resume to [accounting@durhamlawyers.ca](mailto:accounting@durhamlawyers.ca)

We thank all those who are interested in this position, only those that meet our criteria will be contacted for an interview.