

Estate Administration Assistant

The Estate Administration Assistant is responsible for the delivery of quality estate administration services to clients by providing specialized administrative assistance to the Estate Administrators in various components of estate, trust and conservatorship administration.

1. Responsibilities will include assisting estate administrators in generating, preparing, and organizing correspondence, memoranda, spreadsheets, reports and other legal documents.
2. Receive, sort, scan, distribute and process incoming mail in a timely manner.
3. Coordinates with trust department for bill payments and estate account administration.
4. Assists Estate Administration with file maintenance, both electronic and paper files.
5. Inputs attorney/legal personnel's time utilizing the Firm's time entry software on a daily basis.

Qualifications: A successful candidate will possess the following skills:

1. Bachelor's degree or better with strong writing and interpersonal skills.
2. Proficiency in MS Office Suite with an emphasis on Excel.
3. Excellent organizational skills including record keeping, data collection and system information. Ability to compile and analyze data and furnish information in report format, written correspondence, email or verbally.

About Hemenway & Barnes LLP

Hemenway & Barnes LLP is a law firm specializing in the preservation and management of the personal, business, family, and financial assets of its clients. As one of the oldest firms in New England, the people at Hemenway & Barnes have earned a long-held reputation as premier trustees, advisors and attorneys.

To Apply:

Qualified candidates may send their resume, in confidence, to the address hr@hembar.com.