

Estate Administrator

Hemenway & Barnes LLP is seeking an experienced estate administrator to provide support to attorneys and clients in all aspects of a sophisticated estate, trust and guardianship practice in a congenial work environment.

Candidates must have experience in and familiarity with all aspects of estate administration including practices of the Massachusetts probate courts; collection and valuation of assets; preparation of estate tax returns for large and complex estates; preparation of probate pleadings and allowance of probate accounts; knowledge of fiduciary income taxation and trust funding.

Qualifications:

A successful candidate will possess the following skills:

1. Bachelor's Degree with a minimum of five years of experience in and familiarity with all aspects of estate and trust administration.
2. Candidates should have strong organizational and communication skills, including superior attention to detail, as well as initiative and ability to handle multiple assignments concurrently and complete them under time constraints.
3. Proactive with excellent troubleshooting, problem resolution, and follow-through skills in order to complete assignments/tasks from inception to completion. Receptive to learning and applying new procedures and applications.

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.