



## Estates Assistant 2+ Years Experience

**We're growing our Sitka family. Seeking an Estate Assistant to come join us.**

Sitka Law Group is a high performing office comprised of 10 lawyers and over 30 legal support professionals. We pride ourselves on attracting top quality people and offer a **respectful, inclusive hybrid** work environment.

We're growing our Estates Team by adding members who have a strong sense of customer service, attention to detail and enjoy working in a positive team environment. We think of ourselves as family.

***If you are senior or junior, we want to hear from you. Reach out!***

The ideal candidate will:

- Have two (2) plus years of experience as an estates legal assistant. However, we are flexible based on skills and past work experience.
- Be familiar with the process of obtaining probate and drafting administration applications.
- Possess strong attention to detail.
- Have excellent interpersonal skills and initiative.
- Be a motivated, positive team player.
- Be comfortable in a busy office environment focused on providing excellent client service.

***Salary will be commensurate with experience. Flexible work options exist.***

We pride ourselves on attracting top quality people and offer a respectful and inclusive work environment. The successful candidate will join a vibrant team of supportive lawyers and legal support professionals here in beautiful Victoria, British Columbia. We offer a competitive salary package commensurate with your experience. Our extended benefits package and RRSP matching program are only some of the benefits of being part of the Sitka family.

Want to know more about Sitka, check out <https://sitkalaw.ca/> or find us on Facebook or Instagram.

Ready to talk to us? Submit your resume application, in confidence to:  
[christian.hoy@sitkalaw.ca](mailto:christian.hoy@sitkalaw.ca)

