

## JOIN THE RDM TEAM

At RDM Lawyers, we value every member of our team and we encourage them to excel both personally and professionally. RDM knows our professional, talented, hard-working employees are the foundation behind our achievements and our successes. Interested in a position you see here? Take the next step and apply online or submit your resume to [careers@rdmlawyers.com](mailto:careers@rdmlawyers.com).

### Legal Administrative Assistant – Wills, Estates and Trusts

Career Posted: Oct. 11, 2018

We are looking for a legal administrative assistant with a minimum of 3 - 5 years' experience to join our very busy Wills, Estates and Trusts department

Responsibilities include:

- Assisting with the preparation of estate planning documents including, Wills, Powers of Attorney and Representation Agreements;
- Assisting with the preparation of Estate Grant application documents and assisting with the ongoing administration of estate files; and
- Assisting with the preparation of trust documents including Trust Deeds and Resolutions

In addition to the above, the successful candidate will be detail-oriented with the ability to multi-task, take initiative, work independently and stay organized. Excellent computer skills and communication skills are required along with the ability to provide exceptional customer service while working in a high paced environment.

RDM thrives in a culture of respect, awesome service and teamwork, and the right candidate for the position will embrace these values. We offer a competitive salary and benefits package, and a friendly and supportive environment in which to work.

Interested candidates may apply to [careers@rdmlawyers.com](mailto:careers@rdmlawyers.com).

*While we thank all individuals for their interest, only those selected for an interview will be contacted.*