

Meaningful Advice  
and Advocacy -  
your success is our  
mission.

## WILLS & ESTATES PARAPROFESSIONAL SASKATOON

### ABOUT YOU

Are you a detail-oriented, confident and self-motivated individual who thrives in a busy, fast-paced environment? Do you have a proven track record effectively supporting lawyers? Do you share McKercher LLP's core values? If you answered 'yes' and are looking for a new and exciting opportunity to join one of the largest law firms in Saskatchewan, we want to hear from you!

### THE OPPORTUNITY

We are recruiting a full-time Wills and Estates Paraprofessional in our Saskatoon office. This position will draft Wills, Powers of Attorney, Health Care Directives, Letters of Administration, Letters Probate, and other supporting estate application documents. We will train the right candidate, but preference will be given to those who have five years or more experience in Estate Planning and Estate Administration.

### REQUIREMENTS

- Experience with maintaining an internal database, NoticeConnect, and Wills vault
- Competence in responding to client inquiries over the phone and through email
- Manage disbursement entries, time entries and client billings
- Draft and edit emails, letters, and other legal documents, as required
- Maintain digital and physical filings
- Proficient in Adobe and Microsoft Office Suite package, including Word, Excel and Outlook

Any offer of employment may be conditional upon a full background check, including a criminal record check, a credit check and employment and educational verification. A reference check will also be conducted.

**EMAIL:** [careers@mckercher.ca](mailto:careers@mckercher.ca) - Please indicate the position you are applying for in your cover letter.

THIS POSITION WILL REMAIN OPEN UNTIL FILLED

### WE VALUE

#### INTEGRITY & EXCELLENCE

We hold ourselves to the highest standards.

#### RESPECT & COLLABORATION

We work together for optimal outcomes, embracing creativity and diversity.

#### DEDICATION

We prioritize the success and well-being of our clients, team, and communities.

### WHY CHOOSE US?

With offices in Regina and Saskatoon, McKercher LLP is one of Saskatchewan's top-ranked firms. We are an equal-opportunity employer and foster an inclusive, equitable, and accessible environment. We provide a competitive salary, a comprehensive benefits package and a rewarding work environment.

[mckercher.ca](http://mckercher.ca)

#### SASKATOON

374 Third Avenue South  
Saskatoon, SK S7K 1M5  
(306) 653-2000 F (306) 653-2669

#### REGINA

800 - 1801 Hamilton Street  
Regina, SK S4P 4B4  
(306) 565-6500 F (306) 565-6565



We acknowledge that we are living and working from Treaty Lands, the traditional lands of First Nations People and homeland of the Métis. We are committed to moving forward in a respectful way in the spirit of reconciliation.