

Trusts and Estates Drafting Paralegal

MANCHESTER, NH

McLane Middleton is currently seeking a talented Estate Planning Document Drafting Paralegal to join the firm's Manchester, NH office.

The position requires an understanding of estate planning concepts and experience drafting estate planning documents, including health care documents, powers of attorney, Wills, Trusts, and related documents. Knowledge of trust and estate administration is a plus.

- Associates Degree with Paralegal Emphasis or Bachelor's Degree from an ABA-approved Paralegal Program preferred
- Prior Trusts and Estates experience in law firm environment preferred
- NALA or NFPA Certification is a plus
- Excellent writing and interpersonal communication skills
- Strong project management skills with attention to detail and deadlines
- Strong organizational skills with ability to prioritize project requirements
- Ability to work collaboratively in a team environment with a client service focus

Proficient in the use of Microsoft Outlook, Word and Excel.

To apply for this position, please send a résumé and cover letter to:

Ryan King
Director of Human Resources
ryan.king@mclane.com

For a list of all current openings at McLane, click here:

<https://www.mclane.com/careers/current-openings#attorney>