

Estate and Trust Administration Paralegal

Fraser & Allen, LLC

Job Type:

- Full-time

Pay:

- \$25.00 - \$35.00 per hour

Duties include, but are not limited to:

- Manage workflow for and facilitate estate and trust administrations
- Communicate directly with sophisticated clients on estate and trust administration matters
- Preparation of Estate Tax Returns (Form 706) and Gift Tax Returns (Form 709)

Requirements:

- Minimum of 3 to 5 years of trust and estate administration experience
- Background in tax preferred
- Positive, solution-oriented attitude
- Professional appearance, strong drafting, and clear oral communication
- Meticulous attention to detail, strong organizational skills, and ability to prioritize tasks and deadlines
- Ability to work positively on a team
- Proactive with a desire to take ownership as a contributing member of the team
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel and PowerPoint), internet research skills, document management systems, and time entry software

Benefits:

- Moving reimbursement available to right candidate
- SEP IRA contributions
- Health insurance
- Health savings account
- Paid time off and holidays
- Professional development assistance

Education:

- High school or equivalent (Preferred)

Experience:

- Microsoft Office: 10 years (Preferred)
- Private practice in trust & probate admin: three to five years (Required)

Work Location:

- In person at 10 Palmetto Business Park, Suite 101, Hilton Head Island, SC 29928

Ability to Commute/Relocate:

- Hilton Head Island, SC 29928: Reliably commute or planning to relocate before starting work (Required)

Schedule:

- 8 hour shift
- Monday to Friday

Fraser & Allen, LLC, a prominent boutique law firm on Hilton Head Island, South Carolina, is seeking an experienced Estate and Trust Administration Paralegal to support its growing practice. At least three to five years of private practice experience in trust and probate administration required.

Fraser & Allen, LLC offers a collegial and professional work environment, as well as a competitive salary, performance bonus, and benefits, including paid vacation time and holidays, health insurance, and SEP IRA contributions. Moving reimbursement is available to the right candidate.

This paralegal will assist with sophisticated trust and estate administrations. This position promises substantial client contact, autonomy and opportunity to enhance and broaden knowledge and skills related to trust and estate administration. This position requires coordination and integration in an extremely knowledgeable and highly productive practice group of professionals including three attorneys, two estate and trust administration paralegals, two estate planning paralegals, and a real estate paralegal.

Position offers an outstanding career opportunity for a motivated administration paralegal who desires immediate client contact and opportunity to work on sophisticated probate administration with an outstanding team of professionals. For additional information about the firm, please visit fraserallenlaw.com.

About the Area:

The Hilton Head Island-Bluffton area has experienced a significant population increase in recent years, and the growth is projected to continue. The Hilton Head Island-Bluffton area has a great deal to offer for families and retirees alike. From the beaches to the annual RBC Heritage PGA Golf Tournament held on Hilton Head Island, there is truly something for everyone.

Hilton Head Island (hiltonheadisland.org):

- Named Best Beach Town for 2022 by Southern Living
- Voted No. 1 Island in the United States by the Conde' Nast Traveler Readers' Choice Awards for 2022

- Received Tripadvisor 2021 Travelers' Choice Best of the Best Awards
- Winner of Travel + Leisure World's Best Awards for 2021 as the No. 1 Island in the Continental United States
- Voted #2 Island in the World in 2017 by readers of Travel+Leisure Magazine

Bluffton (bluffton.com):

- Named the most beautiful town in South Carolina by Expedia
- Awarded “#8 South's Best Small Town” in Southern Living's 2019 South's Best Awards
- Listed 5th in Forbes 2018 Best Places to Retire List
- Named one of “America's Happiest Seaside Towns” by Coastal Living
- RealEstateScoreCard.com named Bluffton as the best place to live in South Carolina

About Fraser & Allen, LLC:

- Fraser & Allen, LLC is a boutique law firm located on Hilton Head Island specializing in Estate Planning, Probate and Trust Administration, Real Estate Law, and Corporate and Business Law