



Trusts & Estates Administrative Assistant

Hamblett & Kerrigan is seeking an experienced full-time administrative assistant for the Trusts & Estates department of its Nashua, NH office.

This assistant will work in-person at the firm's office and will have administrative responsibilities for multiple attorneys and paralegals who prepare and update estate plans, process probate and trust administrations, and prepare fiduciary tax returns. Responsibilities include coordination and scheduling of client meetings, communicating with clients and court personnel, sending and responding to emails, screening and intake of potential clients, formatting estate planning documents for client execution, processing and scanning incoming mail, managing the document vault library, generating correspondence and other documents, and organizing paper and electronic (Clio) files.

Prior law office administrative experience will be considered, but prior experience in the areas of trusts and estates is preferred. The candidate must have excellent verbal and written communication skills, ability to organize and manage a large volume of files and work collaboratively with others. Significant experience with Word, Outlook and Excel is required.

Hamblett & Kerrigan offers competitive compensation, medical, dental and 401(k).

Please submit a cover letter and resume to Sarah Walsh at **swalsh@hamker.com**. All inquiries will be confidential.