

Trust and Estates Legal Assistant

Concord, New Hampshire

PretiFlaherty

Preti Flaherty, one of New England's largest law firms with offices in Maine, New Hampshire, Massachusetts, and Washington, D.C., is seeking a Trust and Estates Legal Assistant to support attorneys in its Concord, NH office.

This full time position supports estate planning, probate, and trust administration matters.

Responsibilities include:

- Administrative support to Trust and Estates attorneys
- Preparing, proofreading, and formatting probate and estate planning documents
- Assisting with probate filings in New Hampshire courts
- Managing calendars, scheduling meetings, and tracking deadlines

- Communicating professionally and confidentially with clients
- Maintaining electronic and physical client files
- Coordinating document execution, notarizations, and signatures

Qualifications include:

- High school diploma required; associate or bachelor's degree preferred
- 1–3 years of legal administrative experience, preferably in Trust & Estates
- Proficiency in Microsoft Office and strong attention to detail
- Familiarity with probate procedures and experience with document management systems is preferred

Apply directly:

www.preti.com/careers/staff-openings