



Wills and Probate Lawyer or Clerk Blissenden Lawyers - Moonah

Blissenden Lawyers is a progressive legal firm in the Northern suburbs of Hobart, offering specialised advice on all legal matters.

We currently have a vacancy for a motivated practitioner or clerk to join our Firm. We are seeking a practitioner or clerk who is looking to develop and progress their career in the next few years.

The position is full time, subject to a three month probation period.

Key tasks are:

- Take instructions from and liaising with clients.
- Prepare Wills, Enduring Power of Attorney and Guardianship applications.
- Preparing Probate applications, Estate administration and Estate distribution to beneficiaries.
- Draft letters, documents and other correspondence.
- Prepare bills of costs to clients for services.
- Undertake file administration and maintenance.

All candidates should have:

- 2 years + experience is desirable.
- Excellent client relationship skills.
- Strong written and verbal communication skills.
- Excellent time management skills.
- Strong computer skills.
- Current drivers licence.

Salary is commensurate on experience.

Applications close Friday, 9th August, 2019.

Please forward your application in confidence (cover letter and resume) to:

Robert Blissenden
Blissenden Lawyers
PO Box 818
MOONAH Tas 7009

Any enquiry in relation to the position should be directed to Robert Blissenden on (03) 6272 7766.

Email: rblissenden@blissendenlawyers.com.au