

Associate Attorney- Estate Planning & Elder Law

Do you have a knack for:

Reviewing data, highlighting what's important, maintaining order and systems, meeting deadlines, taking on challenges, prospecting and innovation?

Yes? Read on.

Are you "the one" who also:

follows through – is client focused & an amazing team player- loves working with the elderly population – has a great attitude – is a natural problem-solver – finds joy in bringing peace of mind to others – and is a self-starter who adapts easily to changing priorities?

Are you a good attorney, but burnt out and tired of working 60+ hours a week?

Berg Bryant Elder Law Group is growing and adding an associate attorney to their team.

What will you do in this role? Primarily a lot of meticulous document drafting; initial consultations; meeting with clients to walk them through their documents; answering client phone calls and emails; research as needed; learn and handle the many components of estate administration (hence the need to be detail-oriented and have a high tenacity for follow through), and help bring in new clients to the firm. Self-organization is also paramount in order to meet deadlines and to "wow" our clients.

To make a difference and be effective on this flourishing elder law team, ideally the successful candidate must have a JD, active FL license, 2-5 years' experience in estate planning, estate administration and/or elder law and be driven to serve clients. Knowledge of MS Office and Office 365 required. Prior use of Action Step, ElderDocx and Lawgic helpful, but not required.

Here's what we're also looking for: exceptional research and writing skills; excellent verbal communication skills; ability to work in a fast-paced deadline driven environment; a team player with mutual respect of all levels regardless of job title, superb organizational, follow through and time management skills; the ability to deliver fantastic client service and walk clients through documents explaining them in laymen's terms; willingness and ability to draft documents; a great, positive attitude; and someone who can develop rapport with prospective clients and close the deal and get clients to hire us. Someone who takes initiative, possesses a strong work ethic, and thinks like an owner can do great things for the firm. Drama and negativity are not wanted nor appreciated.

If you think you have what it takes, we'd love to speak with you. For the right person, we are open to considering a flexible work arrangement, too.

Interested? Submit your resume and cover letter with salary requirements to resumes@themilliondollarlawyer.com telling us why "You're the One", our next rock star attorney to join our team. Thank you for reading!