



Amity Trust is looking for someone to join our growing team in the part-time role of **Document Writer**.

Amity Trust exists to serve the clients we work for so if our values of compassion, professionalism and servant-heartedness align with your perspective on meaningful work, we'd love to talk with you.

Purpose	Serve Amity Trust Estate Planning clients by ensuring Will and Power of Attorney documents have been prepared properly and accurately.
Reporting Relationships	Waldheim Branch Manager
Key Responsibilities	<ol style="list-style-type: none">1. Review instructions for Will and Power of Attorney documents submitted by Amity Trust Estate Planners, and draft documents based on the instructions.2. Proof documents drafted by other employees as needed.3. Communicate with clients regarding their documents.4. Process related invoices for billing.5. Support and maintain a positive team culture in alignment with Amity's vision, mission, and values.
Qualifications	<ol style="list-style-type: none">1. Experience working in a server environment.2. Skills in word processing.3. Skilled in logical thought.4. High attention to detail.
Working Conditions	The job is located in the Waldheim office with the potential for a hybrid (remote/in-office) arrangement after the probationary period is complete. Part time work hours (up to 20 hours per week)

Interest applicants are invited to email their resume and cover letter to jobs@amitytrust.ca.