



We are looking for someone to join our growing team in the role of **Estate and Trust Administrator**. 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.

More about this position:

<b>Purpose</b>	Provide support and assistance to clients, estate beneficiaries, and teammates, in the areas of Estate and Trust Administration and in the preparation of Estate Planning documents.
<b>Reporting Relationships</b>	Reports to: Waldheim Branch Manager
<b>Key Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Effectively communicate with estate beneficiaries, financial institutions, government agencies, and other companies and other individuals as required.</li> <li>2. Together with the file manager, coordinate and administer all matters of estate and trust administration required of Amity, and see it to completion.</li> <li>3. Prepare Will and POA documents according to instructions from Estate Planners.</li> <li>4. Support and maintain a positive team culture in alignment with Amity's vision, mission, and values.</li> </ol>
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Estate and Trust Administration education through STEP or CSI is beneficial.</li> <li>2. Business school diploma or certificate, or equivalent experience.</li> <li>3. Strong interpersonal, administrative, and organizational skills.</li> <li>4. Experience working in a server environment, with skills in word processing and spreadsheet programs.</li> <li>5. Capable of managing multiple priorities and deadlines.</li> </ol>
<b>Working Conditions</b>	The job is located in the Waldheim office. 37.5 hour work week if full time.

Salary and benefits will be commensurate with training and experience of successful applicant. Interested applicants are invited to send their resume and cover letter to [jobs@amitytrust.ca](mailto:jobs@amitytrust.ca).