

## Estate Planning Paralegal (Hybrid - Miami, FL)

Are you an **experienced Estate Planning Paralegal** looking for a firm that truly **values your expertise, appreciates your attention to detail, and fosters a warm and supportive work environment**? Do you take pride in helping families **navigate important legal matters with confidence and peace of mind**?

At **Elderly Care Law Firm**, we don't just process documents – we provide **compassionate guidance** to families planning for the future. Our firm focuses on **estate planning, probate, guardianship, and real estate matters**, ensuring that seniors and their loved ones receive the highest level of care and legal protection.

We are looking for an **Estate Planning Paralegal** who thrives in a **collaborative, fast-paced, and client-centered environment**. This is a **hybrid position**, offering flexibility to work remotely while requiring in-office presence in **Miami** as needed.

The right person will align with our firm's **core values**:

- **Positivity** – Creating solutions, not problems.
- **Dependability** – Ensuring deadlines are met and clients are supported.
- **Initiative** – Taking ownership of tasks and improving processes.
- **Attentive Communication** – Keeping clients and attorneys informed and confident.
- **Service-Mindedness** – Approaching every case with care, respect, and professionalism.

### What You'll Be Doing

- **Supporting Attorneys in Estate Planning** – Draft and review **wills, trusts, powers of attorney, and healthcare directives**, ensuring documents are **accurate, thorough, and aligned with client needs**.
- **Managing Probate & Guardianship Cases** – Prepare probate pleadings, guardianship petitions, and court filings, ensuring a smooth process from start to finish.
- **Assisting with Real Estate Transactions** – Help facilitate **property transfers, deed preparation, and title reviews** related to estate planning and probate matters.
- **Client Interaction & Case Management** – Communicate with clients, schedule appointments, and **guide them through the legal process with warmth and clarity**.
- **Tracking Deadlines & Filing Court Documents** – Ensure all legal filings, notices, and deadlines are met **with precision and timeliness**.
- **Organizing & Managing Case Files** – Maintain **structured, well-documented client files** using the firm's case management system.

- **Supporting a Collaborative Legal Team** – Work closely with attorneys and paralegals to keep cases moving forward efficiently and professionally.

## Who You Are

- **Experienced** – You have a **strong background in estate planning, probate, guardianship, and real estate matters.**
- **Detail-Oriented & Organized** – You love ensuring that **every document, deadline, and client file is managed perfectly.**
- **Client-Focused & Compassionate** – You understand that estate planning can be an emotional process, and you are skilled at **guiding clients with patience and professionalism.**
- **A Clear Communicator** – You know how to **explain legal concepts in a way that makes sense to clients,** making them feel supported and informed.
- **Reliable & Proactive** – You take initiative, work independently when needed, and **never let important details slip through the cracks.**
- **Tech-Savvy** – You are comfortable using **case management systems, document automation, and legal research tools.**

## Why Join Elderly Care Law Firm?

At Elderly Care Law Firm, we believe in **supporting our team as much as we support our clients.** When you join us, you'll enjoy:

- **Hybrid Work Flexibility** – The ability to work remotely while maintaining in-office collaboration as needed.
- **Meaningful, Client-Focused Work** – You'll be **helping families protect their legacies** and secure their futures.
- **A Warm & Supportive Culture** – We are a team that **works together, uplifts each other, and values every contribution.**
- **Competitive Compensation** – Your skills and dedication will be **valued and rewarded.**
- **Comprehensive Benefits Package** – Including **health, dental, and vision insurance, a 401(k) with employer match, and generous paid time off.**
- **Opportunities for Growth & Development** – We **invest in our team** through training, mentorship, and career advancement.

## How to Apply

If you are an **experienced and detail-oriented Estate Planning Paralegal** who wants to be part of a **caring, professional, and mission-driven law firm,** we would love to hear from you!

We can't wait to welcome the right person to our team!

