Experienced Estate Planning Legal Assistant

Darnell Law Group | Surrey, BC

Build your practice with a firm where your experience is valued, your work is meaningful, and you have the support and flexibility to grow.

Darnell Law Group is a growing law firm in Surrey, BC, and we are looking for a **Wills & Estates Lawyer** to join our team.

Our Wills & Estates practice helps individuals and families navigate some of life's most important decisions. We are looking for a lawyer who combines strong legal skills with sound judgment, attention to detail, and a genuine ability to connect with clients.

This is an opportunity to take ownership of meaningful files, develop lasting client relationships, and continue building your practice within a collaborative and supportive firm.

Why You'll Enjoy Working With Us

We believe lawyers do their best work when they are trusted, supported, and able to build a career that is sustainable over the long term.

You can expect:

- **Competitive compensation** that recognizes your experience and contribution
- **Generous vacation entitlement** and a culture that respects time away from work
- **Comprehensive benefits** to support your health and well-being
- **Workplace flexibility** that supports a genuine work-life balance
- **Autonomy over your practice** with the support of an experienced and collaborative team
- **Meaningful, client-focused work** where you can make a real difference for individuals and families
- **Opportunities to grow your practice** and develop your professional profile
- **A collegial and approachable workplace** where ideas, initiative, and contributions are valued
- **A growing firm** where you can play an active role in the continued development of our Wills & Estates practice.

What You'll Do

As a member of our Wills & Estates team, you will manage your own files while working collaboratively with our lawyers and support staff.

Your practice may include:

- **Estate Planning:** Advise clients and prepare wills, powers of attorney, representation agreements, trusts, and other estate planning documents
- **Complex Estate Planning:** Assist clients with more sophisticated planning needs, including blended families, business interests, trusts, and succession considerations
- **Estate Administration:** Advise executors, administrators, trustees, and beneficiaries regarding probate, administration, and the distribution of estates
- **Client Advising:** Meet directly with clients, identify their objectives and concerns, and provide practical, understandable legal advice tailored to their circumstances
- **Document Drafting:** Prepare clear, accurate, and comprehensive estate planning and estate administration documents
- **File Management:** Independently manage files from initial consultation through completion while ensuring clients receive timely and responsive service
- **Practice Development:** Build and maintain relationships with clients, referral sources, and other professionals and contribute to the continued growth of the firm's Wills & Estates practice
- **Collaboration:** Work with colleagues on matters that overlap with estate litigation, family law, and other areas affecting our clients

What You Bring

We are looking for a lawyer who is knowledgeable, practical, personable, and committed to providing excellent client service.

Ideally, you have:

- Membership in good standing with the **Law Society of British Columbia**
- Experience practising in **wills, estates, trusts, and estate administration**
- Strong knowledge of British Columbia wills and estates law
- Excellent drafting, analytical, and problem-solving skills
- The ability to explain complex legal concepts to clients in a clear and approachable way
- Strong interpersonal skills and a professional, compassionate approach to client relationships
- Excellent organizational and file-management skills
- The ability to work independently and confidently manage your own files
- A collaborative mindset and an interest in working as part of a supportive team

- Initiative and an interest in developing and growing your practice
- Experience with **Clio** is an asset

A Great Fit for the Right Lawyer

You may be especially happy here if you enjoy the relationship-building side of practice as much as the technical work.

Our clients come to us with important decisions about their families, businesses, assets, and legacies. We are looking for a lawyer who understands that excellent estate planning requires not only strong technical knowledge, but also the ability to listen, ask the right questions, and provide clients with practical advice they understand and trust.

We are also looking for someone who wants to be part of a firm, rather than simply practise alongside one. Someone who values collaboration, contributes to a positive workplace, and wants to grow with the firm over the long term.

Ready for Your Next Opportunity?

If you are a Wills & Estates lawyer looking for a practice where you can **do excellent work, develop meaningful client relationships, and continue growing professionally without sacrificing life outside the office**, we would be pleased to hear from you. Please email your resume to our Chief Operating Officer, Erin Browne (ebrowne@dlglawyers.ca).

Apply today and take the next step in your legal career with Darnell Law Group.