Firm/Company Name:	Lex Nova Law, LLC	**Website:**	
Job Title:	Administrative Asst.	**Work Option:**	[i.e.: onsite, hybrid, remote, etc.]
Department/Group:	Trust & Estate	**Posted By:**	Angela DiDonato
Location:	Marlton, NJ/Phila, PA	**Travel:**	
Salary Range:	Negotiable	**Position Type:**	[i.e.: full-time, part-time, etc.] full-time
HR Contact:	Angela DiDonato	**Date posted:**	1/16/25

How to Apply: (Fax, Email, Mail, Link, etc.):

Email: adidonato@lexnovalaw.com

Job Description

Brief Summary:

Lex Nova Law, a boutique law firm with offices located in Marlton, New Jersey and Philadelphia, Pennsylvania, seeks a full-time Trust and Estate Administrative Assistant to join our growing team. This is a fantastic opportunity for a talented individual to work in a collaborative and supportive atmosphere with a team of dedicated professionals.

- Competitive Compensation: Attractive salary and benefits package

Duties:

- Initial drafting of Trust & Estate documents, concentrating on estate & asset protection planning.

- Create electronic files, prepare & process correspondence and perform other administrative duties.

Skills/qualifications:

- Minimum of 2 years ' experience in Trust and Estate.

- Self-motivated individual able to assume responsibility with exceptional attention to detail.

- Strong communication, writing and organizational skills. Able to prioritize, multi-task, and work well with clients.

- Demonstrated MS Office (Word, Excel, Outlook) experience required. Experience with document management, time and billing systems and DocuSign a plus.