

Hoffman & Associates

— ATTORNEYS - at - LAW , LLC —
An Estate Planning, Business & Tax Law Firm

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Full Time Associate Attorney

Overview

Hoffman & Associates, Attorneys-at-Law, LLC seeks an experienced Estate Planning and Probate Attorney to join our Firm, which specializes in Estate Planning, Business Law and Tax preparation and planning, as an Associate Attorney.

Responsibilities

- Consult and communicate effectively with clients in all stages of life to prepare core estate planning documents (Wills, Powers of Attorney and Healthcare Directives);
- Create and incorporate complex estate tax and income tax planning techniques through the use of trusts and other vehicles;
- Assist clients and other Firm practice groups with various areas of planning, including federal and state tax law, succession planning, and trust law;
- Manage client relationships, which may include contact with financial advisors, insurance agents, tax professionals and client advisors;
- Collaborate closely with our Business Law and Tax Departments to advise small and mid-size businesses on a wide range of matters;
- Perform a variety of functions to support the Firm's practice and respond to clients' needs.

Qualifications

- Juris Doctor and Georgia Bar Admission required. CPA, Masters or LLM is a plus;
- 3-5+ years of Estate Planning & Probate experience preferred;
- Demonstrated experience with relevant software: Microsoft Office (Word, Excel and Outlook), Lexis Nexis, Wealth Counsel, Clio or comparable practice management software;
- Professional demeanor, positive attitude, strong oral and written communication, attention to detail and excellent organizational skills required.

Salary & Benefits

Salary is commensurate with experience. We offer a competitive benefits package, including health, dental and vision, LTD and life insurance, vacation and holidays, in addition to professional growth opportunities.

*To be considered, please submit resume, cover letter, and law school transcript to
Cathy Ottley at cathy@hoffmanestatelaw.com.*