



SENTINEL

INTERNATIONAL TRUST COMPANY

Estates Practitioner

YOU ARE INVITED TO APPLY TO BECOME PART OF AN ELITE ESTATE ADMINISTRATION TEAM, DEALING WITH BROKERS AND HIGH NETWORK CLIENTS MOSTLY. ONLY EXCELLENCE WILL SUFFICE FROM THE SUCCESSFUL CANDIDATE. THE POSITION IS AVAILABLE IN OUR GAUTENG REGION, BASED IN PRETORIA.

Minimum requirements:

Qualification:

Matric

Post matric qualification in deceased estate administration or legal.

EXPERIENCE:

5 years + experience in deceased estate administration, wills or trusts.

Computer literacy, WORD, EXCEL.

Extraordinary administration skills, client communication skills.

ROLE :

To provide a full administrative function in the winding up of deceased estates.

DELIVERABLES :

- Conduct interviews in respect of new estates
- Build and maintain sound relationships with business introducers and intermediaries
- Interpreting of Wills
- Completion of documentation required by the Master of the High Court
- Capturing of info on LegalEase
- Coordinate valuations of assets

- Arrange, negotiate and coordinate transfer and sale of properties
- Draft and lodge liquidation and distribution accounts with Master of the High Court
- Attend to and manage Master's Queries
- Draft cash distribution statement for heirs and pay heirs creditors
- Safe custody and control of securities
- Managing of cash statements
- Receive and manage claims against estates
- Management of litigation and related problems
- Filing closed estates with Metrofile
- Managing performance of assistant assigned.
- Reporting to management and clients on a monthly basis.

Position available immediately, or as soon as possible.

CONTACT PERSON

IRENE DU PLESSIS

irened@sentineltrust.co.za