

Junior Paralegal, Corporate Services.

Join a dynamic and professional team whose mission is to listen, advise and help its clients. Located in downtown Montreal, our law firm offers you a friendly work environment focused on human capital and high-quality services.

Responsibilities.

Reporting to the Senior Manager, Corporate Services, the Junior Paralegal's main responsibilities will be to:

- Make data entries in our minute book management system (EnAct);
- Take charge of the annual update process for corporate clients and update the information in the EnAct system;
- Prepare corporate documentation and make the required filings with public registries regarding the annual update, including the new disclosure obligations of the *Registraire des entreprises du Québec* (REQ);
- Draft and follow up on correspondence with in-house lawyers, clients and accountants;
- Update corporate registers, minute books and public records following transactions, reorganizations, tax planning or corporate changes;
- Perform due diligence on minute books, produce corporate reports and make any required regularizations;
- Assist the Corporate Services team in the incorporation, registration and organization of provincial, federal and extra-provincial corporations;
- Other related duties.

Required education and experience.

- Diploma of College Studies in Paralegal Technology;
- Minimum of one (1) year of experience as a paralegal;
- Very good knowledge of the Microsoft Office suite;
- Knowledge of EnAct (an asset).

Required skills.

- Ability to work under pressure and manage priorities;
- Ability to work as part of a team and to carry out work meticulously and rigorously;
- Strong organizational and document management skills.

Why work at De Grandpré Chait?

Strongly established within the business community for over 90 years, De Grandpré Chait is a legal firm of over 70 lawyers offering a niche-oriented approach in various legal areas.

- > Advantageous and competitive remuneration conditions;
- > Complete benefits plan;



- > Schedule of 35 hours per week;
- > Work-life balance;
- > Training and development programs;
- > Social activities;
- > New, fully renovated, modern and bright offices;
- > Easily accessible by public transportation.

To apply.

Send your resume to Magdalena Kedziora, HR Generalist, at recrutement@dgchait.com. Please note that only selected candidates will be contacted for an interview.