

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.

We are currently seeking a junior paralegal to join the Corporate Services department. Reporting to the Senior Manager of Corporate Services, the paralegal will perform various legal and administrative tasks related to our clients' business transactions, primarily involving the drafting of annual resolutions, notices, and other ancillary documents related to the annual update of companies. The paralegal will work closely with the department's lawyers and regularly collaborate with the firm's clients. The paralegal's main responsibilities will include:

- Prepare documentation related to the incorporation and organization of entities;
- Prepare corporate documentation and make required filings with public registries regarding the annual update, including the new disclosure requirements of the *Registraire des entreprises du Québec* (REQ);
- Assist the Corporate Services team in handling incorporations, registrations, dissolutions, and declarations of dividends for provincial, federal, and extra-provincial companies, as well as other corporate matters;
- Maintain company records and various minute books;
- Participate in other related tasks.

Required education and experience.

- Diploma of College Studies (DEC) in Paralegal Technology;
- More than one (1) years' experience as a paralegal;
- Very good knowledge of the Microsoft Office suite;
- Good knowledge of Enact software and JurisEvolution (an asset).

Required skills.

- Excellent oral and written communication skills in French and English (for customers outside the Province of Quebec);
- Ability to work under pressure and manage priorities;
- Ability to work in a team and perform tasks with attention to detail and rigor;
- Strong organizational skills and aptitude in document management.



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 75 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.