

Notary (Real Estate Law).

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.

Profile.

As a notary, you will be an integral part of one of the largest real estate law teams in Québec. As such, you will be called upon to collaborate on major projects with the team in place. Specifically, you will be responsible for carrying out title examinations, and preparing title opinions, real estate and financial transactions, receiving signatures on a variety of notarial deeds and interact with clients.

Responsibilities.

Under the responsibility of various partners, the incumbent will assume the following responsibilities:

- Perform title examinations and preparing title opinions;
- Assist partners in commercial real estate transactions;
- Perform off-title searches;
- Draft deeds of sale, mortgages, easements and other legal documents;
- Interact with clients and the various parties involved in the file;
- Meet parties in person or virtually to receive signatures on notarial deeds;
- Publish deeds in the Land Registry;
- Draft legal opinions after conducting the necessary research and verification;
- Facilitate financing arrangements;
- Participate on mandates in collaboration with the firm's various sectors;
- Analyze title insurance policies.

Required education and experience.

- Bachelor's degree in law and a Master of Laws in Notarial Law (LL.M.);
- Be a member of the *Chambre des notaires du Québec*;
- Five (5) years of professional experience as a notary in the real estate sector in private practice;
- Legal knowledge in matrimonial regimes, corporate law, security, mandate, trust, property law, contracts, bankruptcy, persons, successions, etc.;
- Fluently bilingual in French and English, both orally and in writing (for customers outside the Province of Quebec);
- Proficiency in the Microsoft Office 365 suite.

**Required skills.**

- Excellent analytical, thoroughness and communication skills;
- Organized and methodical;
- Proactive and demonstrate initiative;
- Able to work under pressure and manage priorities.

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 compensation packages;
- > Complete benefits plan;
- > Work-life balance;
- > Training and development programs;
- > Social activities;
- > Newly 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.