

Internal services clerk.

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

Responsibilities.

We are looking for an internal services clerk to join the internal services department. Reporting to the internal services supervisor, the person will have the following main responsibilities:

- Sort incoming mail by recipients;
- Perform searches for unidentified mail;
- Greet people who come to collect boxes or envelopes (such as bailiffs, messengers and others);
- Responds to inquiries or requests for information from internal customers;
- Place service calls for printers;
- Photocopy and scan documents;
- Be in charge of orders, inventory and storage logistics;
- Replace the receptionist (greet clients, answer incoming calls and route them to the right person);
- Perform all other related tasks.

Required education and experience.

- High school diploma or equivalent;
- More than 3 years of work experience as an internal services clerk;
- Knowledge of the Microsoft Office suite.

Required skills.

- Ability to work under pressure;
- Strong customer service orientation;
- Ability to lift/pull/push loads of approximately 40 lbs;
- Ability to work independently and as part of a team in a professional environment;
- Organizational skills, thoroughness and management of priorities.



Why work at De Grandpré Chait?

Strongly established within the business community for over 90 years, De Grandpré Chait is a legal firm with over 75 lawyers offering a niche-oriented approach in various legal areas.

- > Advantageous and competitive remuneration conditions;
- > Complete benefits plan;
- > 35 hours per week schedule;
- > 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.