

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 Paralegal will support lawyers in their practice and assume the following responsibilities:

- Prepare documentation related to the incorporation and organization of entities;
- Prepare documentation and make the required filings regarding the annual update of entities;
- Assist paralegals and lawyers in transactional, corporate, tax and real estate matters;
- Draft corporate documents related to transactions concerning the purchase or sale of businesses and/or assets, tax planning, real estate transactions, dividends, amendments to articles of incorporation, amalgamation, continuation, liquidation and dissolution;
- Making data entries in our minute book management system;
- Drafting and following up correspondences with in-house counsel, clients and accountants on file;
- Mentor more junior paralegals;
- Other related duties.

Required education and experience.

- Diploma of College Studies (DEC) in Paralegal Technology;
- More than five (5) years' experience as a paralegal;
- Knowledge of various research platforms (an asset);
- Very good knowledge of the Microsoft Office suite;
- Good knowledge of Enact software.

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 as part of a team and to carry out work meticulously and rigorously;
- Good organizational 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 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.