

DEGRANDPRÉ CHAIT

Legal Assistant - Family Law.

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

Responsibilities.

Our firm is seeking to fill a permanent position for a Legal Assistant in Family Litigation, with relevant experience and the ability to take on several administrative responsibilities. As a Legal Assistant in Family Litigation, you will be expected to support the team and take on the following responsibilities:

- Prepare litigation procedures (70% family and 30% civil) and legal documents;
- Ensure rigorous follow-up of files and deadlines;
- Ensure the efficiency of the organization of assigned work;
- Review documents and correspondence;
- Prepare procedures;
- Communicate with bailiff firms or court runners for the production, service, issuance, etc. of procedures, or to obtain court documents;
- File bailiff reports in the case files;
- Perform time entries, expense tracking, and billing, as required;
- Efficiently manage schedules and agendas;
- Communicate with clients when required.
- **Required Education and Experience.**
- Professional DEC (Diploma of Collegial Studies) in Secretarial Studies or equivalent;
- A minimum of two (2) years' experience as a Legal Assistant in business litigation;
- Excellent knowledge of the Microsoft Office Suite.

Required Skills.

- Ability to work under pressure;
- Autonomy and initiative;
- Thoroughness and attention to detail;
- Professionalism, discretion and diplomacy.

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 Advisor, at recrutement@dgchait.com. Please note that only selected candidates will be contacted for an interview.