

DEGRANDPRÉ CHAIT

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.

Reporting to the Internal Services Supervisor, the candidate will have the following 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 as needed (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;



- > Schedule of 35 hours per week;
- > 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 Advisor, at recrutement@dgchait.com. Please note that only selected candidates will be contacted for an interview.