

DEGRANDPRÉ CHAIT

Legal Assistant - Real Estate 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 a legal assistant in Real Estate Law with relevant experience and the ability to handle multiple administrative responsibilities. As a legal assistant in Real Estate law, you will support our team by performing the following tasks:

- Prepare legal documents;
- Maintaining efficient organization of assigned tasks;
- Opening, monitoring, organizing and filing physical and virtual files;
- Reviewing documents and correspondence;
- Managing time entries, expense tracking, and billing;
- Efficiently managing calendars;
- Communicating with clients as required;
- Performing other administrative tasks as needed.

Required Education and Experience.

- A minimum of three (3) years of experience as a legal assistant in Real Estate or Corporate Law;
- A diploma such as an AEC in legal techniques, a DEP in secretarial studies or equivalent;
- Bilingualism in French and English. English proficiency is essential, as the position involves drafting documents for a predominantly English-speaking clientele;
- Strong proficiency in Microsoft Office Suite.

Required Skills.

- Ability to work under pressure;
- Autonomy and initiative;
- Strong attention to detail and organizational skills;
- 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.