

Internal Services Clerk.

Join a dynamic, professional team whose mission is to humanize the traditional legal experience. Located in downtown Montreal, our law firm offers you a welcoming work environment focused on human capital and quality service. De Grandpré Chait represents a unique blend of tradition and innovation.

Responsibilities.

Our firm is seeking to fill a permanent position for an Internal Services Clerk. Reporting to the Internal Services Supervisor, the selected candidate will be responsible for the following tasks:

- 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 three (3) years of experience as an internal services clerk;
- Proficiency in both French and English is required to ensure effective communication with clients at the reception, as needed;
- 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 brings together more than 80 lawyers offering specialized expertise in various areas of law.



- > Competitive and advantageous compensation;
- > Comprehensive benefits package;
- > 24/7 telemedicine service;
- > Group retirement savings plan (RRSP) with employer contributions;
- > 35-hour workweek;
- > Work-life balance;
- > Generous vacation policy;
- > And much more.

To Discuss your Candidacy.

Send your resume to the attention of Magdalena Kedziora, HR Advisor, at recrutement@dgchait.com. Please note that only selected candidates will be contacted for an interview.