

Legal Assistant, Tax Litigation.

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 looking to fill a permanent position for a Legal Assistant in Tax Litigation with relevant experience and the ability to handle various administrative responsibilities. The candidate will be called upon to support the current team and take on the following responsibilities:

- Assist lawyers in the preparation and follow-up of tax litigation files;
- Draft, edit, and format legal documents (proceedings, correspondence, etc.);
- Liaise with courts, clients, and other stakeholders;
- Prepare procedure books and ensure their compliance;
- Enter time entries and track expenses;
- Efficiently manage schedules and agendas;
- Communicate with clients when required;
- Perform any other administrative task related to the smooth operation of the team.

Required Education and Experience.

- Hold an Attestation of Collegial Studies (AEC) in Legal Techniques or a Diploma of Vocational Studies (DEP) in Secretarial Studies or equivalent;
- A minimum of two (2) years' experience as a Legal Assistant in litigation;
- Knowledge of tax law is an asset;
- Familiarity with procedural rules (Quebec and federal law) is an asset;
- Bilingualism (French and English) is required for communication with external clients if needed;
- 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 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.