

Paralegal, Corporate services.

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.

Profile.

De Grandpré Chait is seeking a Paralegal to join its Corporate Services Department. The paralegal will be responsible for various legal and administrative tasks related to the commercial, tax, and real estate transactions of our clients. They will work closely with the lawyers of the Transactional Department and have frequent interactions with the firm's clients.

Responsibilities.

Under the supervision of the Senior Manager of Corporate Services, the incumbent will be responsible for:

Annual Maintenance Tasks:

- Preparing corporate documentation and handling the necessary filings with the public registries, including the annual update of corporate clients and the new disclosure obligations with the Québec Enterprise Registrar (REQ) and Corporations Canada;
- Organizing and coordinating files while meeting production deadlines;
- Drafting and following up on correspondence with internal lawyers, clients, and accountants involved in files;
- Conducting minute book reviews and drafting corporate summaries;
- Updating minute books, including the preparation of annual resolutions and dividend resolutions;
- Drafting corporate documents related to changes in any documentation and/or information contained in the minute books or related to their regularization;
- Entering data into the GlobalAct management system for minute books;
- Other related tasks.

Transactional Tasks:

- Provide support to the Corporate Services team by handling necessary filings with public registries, including procedures for incorporations, registrations, records, amalgamations, corrections, amendments, updates, continuations, liquidations, and dissolutions of provincial and federal corporations, as well as, in some cases, extra-provincial corporations.
- Assisting paralegals and lawyers in transactional, corporate, tax, and real estate matters;
- Drafting corporate documents related to transactions such as business or asset purchases/sales, tax planning, real estate transactions, and/or financings;
- Updating public registries and minute books following transactions, including data entry into the GlobalAct management system;
- Performing other related tasks.



Required education and experience.

- Hold a college diploma (DEC) in Paralegal Technology;
- More than 5 years of experience as a paralegal in a relevant field;
- Strong knowledge of Microsoft Office Suite;
- Excellent oral and written communication skills in both French and English (for clients outside the province of Québec);
- Knowledge of GlobalAct for managing minute books (an asset).

Required skills.

- Excellent interpersonal skills, team spirit, and a collaborative mindset;
- Ability to work under pressure and manage priorities;
- Ability to work as part of a team while demonstrating precision and rigor in the work performed;
- Strong organizational skills and proficiency in document management.

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.

We offer:

- > 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.

Want to join our team?

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.