

Legal Assistant, Construction Law.

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 Construction Law 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 on files;
- Draft, edit, and format legal documents (proceedings, correspondence, etc.);
- Ensure rigorous follow-up on files and deadlines;
- 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;

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;
- Have a minimum of two (2) years of experience as a legal assistant in litigation;
- Knowledge of construction law is an asset;
- Familiarity with procedural rules;
- 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.

Interested in joining our team?

Send your resume to Valérie Proulx (Senior Manager, Human Resources) at recrutement@dgchait.com. Please note that only selected candidates will be contacted for an interview.