

Litigation Paralegal.

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.

Under the supervision of the lawyers in the tax litigation sector, the litigation paralegal (predominantly with tax files) provides legal support in disputes with tax authorities. The person in this role contributes to file preparation, drafting legal documents, managing administrative and judicial procedures, and coordinating with various stakeholders.

Responsibilities.

The main responsibilities of the paralegal will include:

- Preparing and completing the necessary tax forms for objections, voluntary disclosures, relief requests, and other administrative procedures;
- Drafting reasons for objections and contributing to the development of tax relief requests, including forms and basic arguments;
- Assisting in the preparation of draft legal or administrative proceedings;
- Drafting and managing extension requests with tax authorities;
- Preparing, compiling, and updating procedural protocols, ensuring follow-up with all relevant parties;
- Contributing to the organization of voluntary disclosures, including the preparation of binders and representation before tax authorities;
- Conducting documentary research to complete prior voluntary disclosures;
- Preparing court documents, including books of authorities, exhibits, and case law compendiums required for court representations;
- Compiling representation binders, including supporting documents, electronic media, and relevant links;
- Conducting tax and case law research, notably using specialized tools such as Taxnet Pro and CanLII;
- Performing other related tasks.

Required Education and Experience.

- Hold a college diploma (DEC) in Paralegal Technology;
- More than three (3) years of professional experience as a paralegal in litigation, administrative law or other relevant field;
- Strong knowledge of Microsoft Office Suite;
- Bilingualism (French and English) is required for communication with external clients;
- Knowledge of procedural rules (Quebec and federal laws).



Required Skills.

- Ability to work under pressure and manage priorities;
- Ability to work as part of a team and perform tasks with precision and thoroughness;
- Strong organizational skills and ability to manage multiple files simultaneously.

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.

Interested in joining our team?

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