

DEGRANDPRÉ CHAIT

Legal Assistant in Real Estate Law.

Join a dynamic and professional team dedicated to listening to, advising, and assisting our clients. Located in downtown Montreal, our law firm offers a friendly work environment that prioritizes our people and the quality of our services.

Qualifications.

Our firm is seeking to fill a permanent position for a legal assistant specializing in real estate law who has relevant experience and is capable of handling a variety of administrative responsibilities. As a legal assistant specializing in real estate law, you will be expected to assist the existing team and take on the following responsibilities:

- Prepare legal documents;
- Ensure rigorous tracking of cases and deadlines;
- Review documents and correspondence;
- Open, track, organize, and file physical and electronic case files;
- Track time, monitor expenses, and handle billing;
- Manage schedules efficiently;
- Communicate with clients as needed;
- Perform other administrative tasks as needed.

Required experience and knowledge.

- Have at least three (3) years of experience as a legal assistant in real estate or corporate law;
- Hold a diploma such as an AEC in legal techniques or a DEP in secretarial studies, or the equivalent;
- Bilingual in French and English. Knowledge of English is required, as the position involves drafting documents for a predominantly English-speaking clientele;
- Very good knowledge of Microsoft Office.

Required Skills.

- Ability to work under pressure;
- Independence and initiative;
- High level of precision and attention to detail;
- Professionalism, discretion, and diplomacy.

What makes working at De Grandpré Chait special?

With roots in the business community for over 90 years, De Grandpré Chait brings together more than 80 attorneys and notaries offering specialized expertise across various areas of law.



What we offer:

- > Attractive and competitive compensation ;
- > Comprehensive benefits packages ;
- > 35-hour workweek ;
- > Work-life balance ;
- > Training and development program ;
- > Social activities ;
- > New, fully renovated, modern, and bright offices ;
- > Easily accessible by public transit.

You would like to join our team?

Please send your resume to the following email address: recrutement@dgchait.com. Please note that we will only contact candidates selected for an interview.