

DEGRANDPRÉ CHAIT

Real Estate Paralegal

Join a dynamic and professional team dedicated to making the traditional legal experience more personable. Located in downtown Montreal, our law firm offers a friendly work environment focused on our people and the quality of our services. De Grandpré Chait represents a unique blend of tradition and innovation.

Target profile.

Our firm is seeking to fill a permanent position for a real estate paralegal with relevant experience in the field. In this role, you will be responsible for assisting notaries and attorneys with the day-to-day management of real estate transaction files.

Responsibilities.

- Conduct research and prepare requests related to the RDPRM;
- Analyze compliance documents;
- Draft and prepare various documents (purchase, mortgage refinancing, release of lien, acquisition);
- Communicate with government agencies;
- Conduct court record searches;
- Prepare letters and legal documents;
- Conduct various legal research, including searches of the Land Registry, court records, case law, legal doctrines, etc.;
- Verify and obtain documents from business registries;
- Conduct research with municipalities and school boards;
- Conduct verifications at the Office of the Superintendent of Bankruptcy;
- Other related tasks.

Required skills.

- Excellent writing skills;
- Strong analytical skills and the ability to take ownership of assigned tasks;
- Good professional judgment, a sense of initiative, and attention to detail;
- Ability to work well under pressure;
- Excellent time management and organizational skills;
- Ability to work both independently and as part of a team.



Required experience and knowledge.

- Hold a college diploma in legal technology or equivalent;
- Relevant professional experience as a real estate paralegal;
- Excellent command of French and English (for reviewing and drafting legal documents in English).

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.