

Communications Coordinator.

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.

De Grandpré Chait is seeking a Communications Coordinator. Reporting to the Director of Marketing and Business Development and assisting the Communications and Marketing Advisor, the successful candidate will be responsible for the following:

- Support communications (news, articles, biographies, internal memos, internal and external newsletters, invitations, etc.);
- Format PowerPoint presentations;
- Manage the De Grandpré Chait intranet and website;
- Coordinate the onboarding of new employees from a communications perspective;
- Manage social media (LinkedIn and Instagram);
- Enhance the firm's visibility;
- Manage the marketing email inbox;
- Support all other initiatives of the marketing and communications team, as needed.

Required experience and knowledge.

- Hold a bachelor's degree in communications or public relations;
- Have at least two (2) years of experience in the field of communications or a combination of education and relevant experience;
- Be fluent in spoken and written French and English;
- Have a good working knowledge of Microsoft Office.

Required skills.

- Excellent written and verbal communication skills;
- Creativity: innovative thinking to create engaging content;
- Organizational skills and ability to manage priorities;
- Ability to meet tight deadlines;
- Professionalism, attention to detail, and initiative;
- Ability to work independently and as part of a team;
- Excellent customer service skills.



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 90 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.