

DEGRANDPRÉ CHAIT

Legal Technician, Estate Services.

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 as a legal technician specializing in estate planning to support our team of notaries.

You will join a well-established notary practice consisting of about fifteen professionals, including notaries, paralegals, and legal assistants. Recognized for its expertise in estate law, the team guides its clients through every step—from estate planning to the complete settlement of an estate—with diligence, sensitivity, and compassion.

Responsibilities.

- Drafting notarized deeds or other documents in connection with estate matters (appointment of a liquidator, renunciation of an inheritance, declaration of transfer of real property, etc.);
- Drafting wills, powers of attorney, and durable powers of attorney;
- Preparing and drafting non-litigious proceedings (probate of durable powers of attorney, establishment of a guardianship, court authorization to sell real property belonging to a minor or an incapacitated adult, etc.);
- Assist clients and stakeholders in estate services matters;
- Follow up with relevant institutions and organizations regarding estate settlements;
- Register notarial deeds in the notary's registry;
- Prepare certified copies of notarial deeds;
- Coordinate the preparation of checks, transfers, and receipts in the trust department;
- Collaborate with the team on various projects and cases;
- Take notes on all progress made in cases and ensure the proper organization and management of case files;
- Open and close case files and client records using the Paramaître case management software;
- Draft various correspondence as needed for each case;
- Communicate with stakeholders and clients involved in cases to follow up and schedule appointments for document signings or informational meetings;
- Handle new cases and phone calls with prospective clients to understand their needs;
- Manage the notary's schedule and appointments.



Required experience and knowledge.

- Hold a College Studies Certificate (AEC) in legal technology;
- Have at least two (2) years of experience as a notary technician;
- Proficiency in the Paramaître case management software is a plus;
- Knowledge of non-litigation procedures and estate settlement is a plus;
- Excellent knowledge of Microsoft Office;
- Excellent command of French (both spoken and written);
- Excellent command of English (both spoken and written), in order to communicate with a predominantly English-speaking clientele.

Required skills.

- Excellent organizational skills and the ability to manage priorities;
- Resourcefulness, independence, and a sense of initiative;
- A strong sense of responsibility and reliability;
- Critical thinking and analytical skills;
- Proactivity, thoroughness, and attention to detail.

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.