

Montreal's largest notary firm is looking for a legal assistant or technician. It is designed for a challenge-driven candidate who enjoys being involved in important real estate transactions.

JOB STATUS : PERMANENT
STARTING DATE : AS SOON AS POSSIBLE

WORK SCHEDULE : 35 HOURS / WEEK
LOCATION : MONTREAL

ROLE AND RESPONSIBILITIES

Under the supervision of the President and the notaries, the legal assistant or technician acts as an important player alongside the professionals in setting up real estate transactions.

- Collecting the necessary information and drafting of deeds and other related documents, under the supervision of the notary;
- Conducting research on computer databases (lang register, RDPRM, IGIF, Strategis, Barreau du Québec, Real Estate Platform, Inforoute notariale, etc.);
- Communicating with clients, municipalities, real estate agents, lenders, insurers, developers or any other party involved in the transactions;
- Following-up on documents, correspondence and phone calls;
- Any other related tasks, such as writing and sending emails and letters, digitization, calendar management, filing and others;
- Working closely with the team and other parties involved on the progress of the files.

REQUIREMENTS

- Bilingualism (advanced), French and English, spoken and written, essential;
- DSC or AEC in paralegal technology, or substantial experience;
- Experience of 3-4 years in a notary firm, important;
- Knowledge of real estate, an asset;
- Knowledge of MS Office Suite, essential;
- Knowledge of Para-Maître, an asset.

WORKING CONDITIONS

- Group insurance partially paid by the employer
- 4 weeks of annual vacation
- Young and dynamic work team
- Other competitive advantages
- Remuneration according to experience

SEND YOUR RESUME TO CV@GRENIERGAGNON.COM

Only selected candidates will be contacted.