



POSITION: Legal Assistant

STATUS: Permanent
Full-time

PLACE: To be determined

JOB DESCRIPTION

The legal assistant aids and supports the lawyer and/or notary of the company in the handling of the legal procedures. The assistant will have the responsibility of preparing the documents for the "Régie du Logement" as well as for other legal matters, follow-up of all files associated with agencies handling investigation and collection, the follow-up of all internal documentation, as well as that of the tenants i.e. leases and offers to lease. The legal assistant will enter all the information for the credit department and see to the filing of all documents. The legal assistant offers support to the management in the execution of the policies and procedures of the legal credit department and is available for appearances at the Régie du Logement when deemed necessary.

QUALIFICATIONS REQUIRED

- ✓ DEC in legal procedures
- ✓ 1 to 3 years experience in legal affairs
- ✓ Expertise in Word and Excel software
- ✓ Expertise in the French and English languages, written and oral
- ✓ Good accounting skills
- ✓ Stable
- ✓ Team spirit
- ✓ Capable of learning
- ✓ Have an automobile available for travel during office hours
- ✓ Experience with a collection agency, an asset

This job description is not to be considered complete, as each individual may be expected to accomplish different tasks associated with the objectives envisioned by the company.

We advocated equal opportunity in matters of employment.
Only applicants selected shall be contacted.