



POSITION: Legal Counsellor

STATUS: Permanent
Full-time

PLACE: To be determined

JOB DESCRIPTION

The legal counsellor is responsible for compiling and negotiating the documents necessary in real estate property management. This person draws up the offers to lease, the leases, extensions, amendments and terminations. The legal counsellor supports the management in the execution of the policies and procedures in the legal area and offers legal council to all the members of the management team. The legal counsellor may be charged with preparing and representing legal procedures.

QUALIFICATIONS REQUIRED

- ✓ Member in good standing with the “Barreau” or the “Chambre des notaires du Québec”
- ✓ 3 to 5 years legal experience in property management, commercial or residential.
- ✓ Expertise in the French and English languages, written and oral
- ✓ Expertise in Word and Excel software
- ✓ Strong negotiating skills
- ✓ Capable of working under pressure
- ✓ Team spirit
- ✓ Autonomous

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.