



Legal expertise. Human touch.

PARALEGAL / EXPERIENCED NOTARY

Gascon brings together enthusiastic lawyers, notaries and paralegals who share the same values and take real pleasure in combining their strengths on every mandate. We have an open-door policy, where no one ever has to fend for themselves. The quality of the mandates entrusted to us is the envy of large Montréal firms.

We are searching for an experienced paralegal or a full-time notary to join the firm's real estate and commercial law team. The mandates entrusted to you will involve a clientele of distinction such as financial institutions, creditors and real estate developers.

As part of your duties, you will prepare and draft various documents, including securities required for real estate financing, due diligence reports and title searches. You will be asked to interact with clients, follow up on current files and prepare registration forms.

In addition, you will have the opportunity to work on a variety of mandates and practices in commercial, business and real estate law, while working with all of the firm's dynamic professionals.

EXPERIENCE AND PROFESSIONAL SKILLS

- A paralegal degree or be a member in good standing of the *Chambre des notaires du Québec*
- At least 3 years of experience in real estate law
- Bilingualism in both French and English, oral and written

SKILLS AND ABILITIES

- The ability to manage multiple files simultaneously on time and with precision
- A sense of initiative, able to organize, be resourceful, and possess an attention to detail, as well as be autonomous
- Team spirited
- Possess intellectual curiosity
- Able to use research platforms such as the *Registre foncier, RDPRM, SOQUIJ*, etc.

INTEREST IN JOINING GASCON

- Work with experienced and dynamic colleagues
- Be part of a down to earth team that allows you to enjoy good work-life balance
- Serve a diverse clientele, in addition to leading diversified mandates with autonomy
- Competitive conditions.

Submit your application to Ms. Ginette Robinson, Executive Director grobinson@gascon.ca

Please note that only those candidates being considered will be contacted.