



Expertise **légale**. Expérience **humaine**.

## **LEGAL ASSISTANT – REAL ESTATE**

Gascon & Associates L.L.P., is a leading law firm comprised of many legal professionals, including lawyers, notaries, and paralegals, who all share common values. Gascon's team is supportive, collaborative, and promotes every individual's strengths to ensure the utmost quality on every single mandate that is entrusted to us. As a result, Gascon has built a pristine reputation comparable to other large law firms located in Montreal.

Gascon & Associates is currently looking to recruit an experienced legal assistant who practices in real estate law (financing, acquisition and development).

### **PRIMARY RESPONSABILITIES**

- Preparation and review of various legal documents, such as mortgage deeds, deeds of sale, easements, consents to cadastral changes, title reports, etc;
- Publication of deeds in the land register and the RDPRM (sales, releases, mortgages, etc.) and use of platforms for this purpose;
- Opening and organizing files; reviewing documents and making corrections;
- Coordination and follow-up with clients and other firms;
- Maintenance of notaries' minutes;
- Preparation of adjustment sheets and disbursement statements and billing for each file;
- Preparation of closing documents;
- Legal research in the various public registers (plumitifs, RDPRM, property taxes, etc.).

### **SKILLS AND QUALIFICATIONS**

- Relevant experience in a notary firm or a law firm (in real estate law);
- Good command of writing, spelling and grammar rules;
- Good command of the land register;
- Bilingualism required (French and English);
- Proficiency in Microsoft Office Suite;
- Curiosity and attention to detail;
- Customer-oriented company culture;
- Sense of responsibility and organization;
- Dynamism and resourcefulness;
- Team spirit and initiative.

### **ADVANTAGES**

- Pleasant, stimulating and friendly work environment;
- Hybrid work schedule (3 days working from home/2 days at the office);
- Flexible work schedule;
- Stimulating and important files;
- Competitive compensation (based on experience) with the added the benefits of a smaller firm;
- Benefits (Group insurance, RRSP, social activities, sick leave, continuing education, etc.)

- This is a full-time position, 5 days/week (35 hours per week).

Submit your application to Ms. Anouk Chabot, General manager, at [achabot@gascon.ca](mailto:achabot@gascon.ca).

Please note that only those candidates being considered will be contacted