



Legal expertise. Human touch.

CORPORATE PARALEGAL

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 a corporate paralegal.

You will work closely with clients in order to assure the success of their projects, as well as be an an integral part of every stage of the real estate development. As part of this support, you will also be called upon to proceed with the incorporation of companies and the drafting of corporate documents in connection with financing and the drafting of agreements between shareholders or companies.

EXPERIENCE AND PROFESSIONAL SKILLS

- Preparation and revision of assorted legal documents, such as roll-over agreements, corporate opinions, Officer's Certificates, etc.
- Draft corporate documents relating to ongoing corporate transactions, including incorporation documents, organizing resolutions, amendment of articles, merger, liquidation and dissolution documents
- Contribute to the drafting of closing agendas
- Assist in the drafting or modification of capital structures and by-laws or general regulations
- Prepare and file the various corporate declarations, reports and notices with the relevant authorities
- Opening and organization of files; revision of documents and corrections
- Coordination and follow-up with clients and other firms
- Preparation of closing binders, electronic and paper
- Maintenance of corporate minute books

SKILLS AND ABILITIES

- Relevant experience in a law firm
- Knowledge of the Canada Business Corporations Act, the Business Corporations Act (Québec) and the Act respecting the legal publicity of enterprises
- Spoken and written bilingualism required (French and English)
- Mastery of the Microsoft Office suite
- Customer-oriented corporate culture
- Sense of responsibility and organization
- Good speed of execution, strong sense of responsibility, excellent organizational skills
- Ability to manage several files simultaneously, while respecting deadlines with rigor
- Sense of initiative, organisation, resourcefulness, thoroughness and autonomy
- Team spirit
- Intellectual curiosity

INTERESTS TO JOIN 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

Submit your application to Ms. Anouk Chabot, General manager, at achabot@gascon.ca

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