



Murdoch Archambault provides a wide range of legal services at its offices in Val-d'Or (Abitibi-Témiscamingue), Wemindji (Eeyou Istchee) and Montreal. Through its close ties to the Crees of Eeyou Istchee, our firm is also involved in governance issues, from four-level government relations to the development and implementation or regulatory regimes.

The selected candidate will be required to work in close collaboration with lawyers from the Aboriginal and commercial law group.

The selected candidate will be responsible for providing legal and administrative support to the lawyers on his/her team in connection with the cases. He/she will act as a proactive collaborator, will be concerned with keeping files up to date in addition to ensuring impeccable customer service.

MURDOCH ARCHAMBAULT

407, rue McGill, suite 410
Montréal (Québec) H2Y 2G3
Phone: 514 312-4022
Fax: 514 312-2311
Email: info@mmadroit.com
www.murdocharchambault.com

JOB OFFER

Legal Assistant

MAIN RESPONSIBILITIES

- Assist in the layout, transcription, revision, and the drafting of various administrative and legal documents, in English and to lesser extent in French.
- Follow up on communications by email, post, and telephone.
- Manage the organization of digital and physical files as well as their daily filing.
- Follow up on files with the team.
- Assist in the closing of transactions.
- Organize meetings when requested.
- Assist with the corporate bookkeeping.
- Organize travel (transport, hotels, etc.) when requested.
- Perform any other related tasks.

REQUIREMENTS & ESSENTIAL SKILLS

- Professional or college diploma in office automation, technical legal training, or any other training combined with relevant professional experience.
- Have a minimum of five (5) years' experience in a similar position in a professional office.
- Fully bilingual French-English (orally and in writing).
- Proficiency in Microsoft Office suite software (Outlook, Word, Excel, Power Point).
- Multitasking.
- Sense of organization and priorities, rigour, and thoroughness.
- Resourcefulness, versatility, and flexibility.
- Research skills.
- Good team spirit.
- Great discretion.

CONDITIONS AND BENEFITS

Workplace: Montreal – Old Port
Permanent and full-time position
Monday to Friday from 9 a.m. to 5 p.m.
Possibility of working remotely
Group insurance plan and other fringe benefits

Starting date: to be determined

Applications will remain confidential.

Please submit your application to info@mmadroit.com

We thank all those who apply and advise that only those selected for further consideration will be contacted.