

Job title: **Senior Paralegal**
Job type: **Permanent**
Field: **Legal**
Minimum experience: **10 years**
Minimum education: **DEC in Paralegal Technology**
Location: **Head Office, 612 Saint-Jacques St., Montréal**
Schedule: **Full time**

Your purpose

As part of the Corporate Secretariat team, you will support staff in preparing documents and seeing to the filing of the documents required by corporate, securities and commercial law regulators.

A typical day

Prepare and draft, in collaboration with the lawyers, documents the Corporate Secretariat must produce in connection with transactions and due diligence

Prepare corporate documentation required for incorporation, corporate organization, mergers, reorganization and dissolution, bylaw amendments and the annual corporate update (in Québec and the other provinces)

Draft motions of all kinds (annual and for specific complex transactions)

Support the Corporate Secretariat team in preparing meetings of the subsidiaries' boards of directors, committee meetings, and drafting minutes

Coordinate information gathering for the preparation of disclosures, insider reporting, compliance monitoring, regulatory and policy reviews, and SEDAR filings

Prepare paperwork for provincial and federal authorities

Examine and analyse documents in accordance with established procedures and directives

Update the corporate database (EnAct)

Respond to requests from managers at various business units

We are looking for:

Diploma of College Studies (DEC) in Paralegal Technology or a certificate in law, and at least 10 years of relevant experience

Computer literate, particularly MS Office

Proficient with EnAct and SEDI (an asset)

Organized and thorough, a self-starter

Excellent writing skills

Able to manage priorities, independent, flexible

Able to learn and adapt to change

Proficient in French and English, spoken and written

Excellent interpersonal skills, a team player

High level of professionalism, excellent judgement, ability to organize work and set priorities

Self-reliant, results-driven and focused on providing quality service

We offer:

Participation in major projects with stimulating challenges in an exciting and constantly changing environment

A passionate and dynamic team

Full benefits package (group insurance, pension plan, employee discounts, etc.)

A pleasant work environment that supports professional development

Access to a gym

Office in the heart of Old Montréal close to public transit (Exo trains, Square-Victoria metro, STM buses, Bixi).

About Quebecor

Challenges are what drive us to excel and reach new heights. We succeed by leveraging the strengths and talents of every team member. We value agility and we are constantly innovating in order to do things differently and develop cutting-edge projects. Working at Quebecor means working hard not just for the good of the organization but also for the sense of personal accomplishment and satisfaction in a job well done.

Up to the challenge?

Send your application to talents@quebecor.com

We thank all applicants for their interest but only selected candidates will be contacted.

Diversity and inclusion

Quebecor is committed to maintaining an inclusive, equitable and accessible workplace where diversity of viewpoints and lifestyles is valued. Our team reflects the broader community and we welcome applications from members of all groups, including women, Aboriginal people, visible and ethnic minorities, and people with disabilities.