

Job title: **Paralegal**

Number of positions offered: **1**

Field: **Legal**

Minimum experience: **3 to 5 years**

Minimum education: **Diploma of College Studies**

Status: **Permanent**

Our Corporate Secretariat team is seeking a paralegal who is passionate about their work and interested in joining a dynamic team. As a paralegal, you will help the team prepare documents for corporate transactions and keep the Corporation's books.

#### **You will be recognized for:**

- Your work on incorporations and legal structuring for Quebecor companies
- Drafting corporate documents related to the companies' affairs, including bylaw amendments, share transfers, mergers, liquidations and dissolutions
- Drafting annual resolutions in lieu of annual meetings
- Preparing Board and committee meetings for a publicly traded company
- Drafting documents required for due diligence and transactions
- Preparing required forms for various provincial and federal authorities
- Making enquiries to the Registraire des entreprises and Corporations Canada
- Updating the corporate database (EnAct)

#### **What you bring to the table**

- A Diploma of College Studies (DEC) in Paralegal Technology or 3 to 5 years of relevant experience in a similar position
- Proficient with computer software, particularly MS Office 365; Diligent and EnAct would be an asset
- Highly organized and thorough, a self-starter
- A fast learner, able to adapt to change
- Fluent in French and English, spoken and written
- Excellent interpersonal skills, a team player
- Self-reliant, results-driven and focused on providing quality service

#### **What we offer**

- Hybrid work schedule, split between the office and the comfort of your home according to operational needs
- Full benefits package (group insurance, employee discounts, health and wellness program, etc.)
- Access to a gym
- Office in the heart of Old Montréal close to public transit (Exo buses and trains, Square-Victoria metro, STM buses, Bixi)

#### **Working at Quebecor means:**

- Working on major projects in a stimulating, fast-changing environment and tackling exciting challenges that give you a chance to reach high and go far
- Being part of a team that makes the most of each person's strengths and talents
- Being agile and innovative; always looking for ways to do it better
- 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

- Send your CV to : [talents@quebecor.com](mailto:talents@quebecor.com)