

About Us:

Gomberg Dalfen was founded in October 2000 by Avi Gomberg and Seth Dalfen. Our boutique firm focuses exclusively on immigration-related matters for foreign individuals and clients who wish to bring to Canada the talent they need to grow their business. In addition, our firm provides assistance in the relocation to Canada of executive staff, business people and professionals.

About your responsibilities:

As a paralegal, you will handle numerous immigration processes in a fast-paced work environment where collaboration and collegiality prevail. You will participate, with care and efficiency, in all procedures related to the various immigration services as well as the proper functioning of the firm. In partnership with lawyers and your peers, you will help optimize the performance of immigration and international client mobility strategies.

A typical day in your duties:

- Attend meetings with clients, participate in the evaluation of new cases and determine the appropriate action plan;
- Research, analyze, process and manage data and information in a responsible and confidential manner;
- Assist the lawyer in the preparation of legal documents.
- Ensure that all documents required for application requests are completed accurately and filed within the prescribed deadlines.
- Act as a liaison between the lawyer and the client and, if necessary, represent the firm with various external partners;
- Communicate and collaborate regularly and effectively with lawyers, your peers, clients, government authorities and the public;
- Stay on top of changes in immigration laws, regulations, procedures and policies;
- Manage and administer client files.

About your profile:

- You have a college diploma in paralegal technology or a university degree in administration or other related field;
- You have a minimum of 2 years of relevant experience in a law firm (knowledge of immigration is an asset);
- You demonstrate professional rigor and emotional intelligence;
- You pay attention to details, are resourceful and result oriented;
- You are able to work with a minimum of supervision, set your priorities and manage your time;
- You are able to work on several concurrent files while respecting deadlines;
- You are comfortable interacting, communicating and maintaining partnerships as well as harmonious relationships with your colleagues and a diverse clientele;
- You have excellent communication skills, both oral and written, in French and English;
- You are familiar with the Macintosh environment (desirable).

About our offer:

- Stimulating files that allow you to grow intellectually in a constantly changing context;
- A passionate and dynamic team that values listening, commitment and knowledge;
- An inspiring and multiple award-winning work environment that supports its employees and recognizes the excellence of the work accomplished;
- A respectful, caring and pleasant work environment that promotes the development of knowledge;
- In the heart of Old Montreal and close to public transportation.

About your terms of employment:

- Full-time indeterminate contract (35 hours / week);
- Competitive compensation.

Let's work together!

If you would like to be part of our team, send your application by March 21, 2021 by email to resumes@gombergdalfen.ca.

We thank all applicants for their interest however, only those selected will be contacted.