

About Us

KRB Lawyers is the fastest-growing law firm in Canada, and one of the fastest growing companies nationally across all sectors in 2021 (*Globe & Mail, McLean's*). With attorneys in Montreal, Ottawa, Quebec City and BC, KRB specializes in all areas of business law, including M&A, Finance, Real Estate and Litigation. Our culture is energetic, sharp, and fast-paced. Excellence of character and execution are the cornerstone of the firm. To find out more, please contact careers@krblaw.ca.

Role

We are looking for a **full-time Paralegal** to join the Finance and Banking Group of our Montréal office. Reporting to the manager of the group, you will be primarily responsible for handling the various corporate and transactional aspects of our clients' business dealings. You will also be working closely with our lawyers and interacting with the firm's clients on a regular basis to execute on high profile finance and secured lending transactions.

Primary Responsibilities

- Conduct appropriate searches in the following registries and draft written reports and summaries regarding such searches:
 - Register of Enterprises (Quebec) and Canada's Business Registries (Strategis)
 - Register of Personal and Movable Real Rights (RDPRM)
 - Bank Act Registry
 - Land Register (property index) and off-title searches
 - Office of the Superintendent of Bankruptcy
 - Companies' Creditors Arrangement Act
 - Litigation and docket records (civil, statutory and criminal)
 - Intellectual property (Canada & the U.S.)
 - Security registrars and institutions in other Canadian provinces (ex: PPSA searches)
- Prepare and file forms for registration of rights in the RDPRM (hypothecs, leases, assignments, cessions of rank, etc.)
- Draft documentation required to support finance transactions
- Draft and review transactional documents

Qualifications

- DCS in paralegal technology or equivalent diploma
- At least five (5) years experience working as a paralegal. Experience in the banking or finance departments of a large firm will be considered an asset
- Excellent oral and writing skills in French and English
- Demonstrated ability to communicate in a professional manner with clients, lawyers and team members
- Aptitude for multi-tasking and ability to work effectively in a team environment
- Excellent time-management and organizational skills
- Meticulous and detail-oriented



- Highly proficient at Microsoft Office Suite (particularly Outlook, Word and Excel)

To apply, please email your resumé in complete confidence at careers@KRBlaw.ca. We thank all applicants for their interest. Only candidates under consideration will be contacted.

KRB is an equal opportunity employer and is committed to providing a diverse and inclusive work environment. To learn more about KRB, please visit www.krblaw.ca.