

JOB DESCRIPTION

TITLE

Legal Information Analyst

ORGANIZATION

Lexum Informatique Juridique Inc ("Lexum") develops some of the fastest and most popular legal information tools. The CanLII website – a Lexum development – is identified by virtually all Canadian lawyers as the most convenient resource for finding legal information. The technologies developed are used in numerous legal websites in Canada and abroad.

With a very low hierarchical structure, Lexum benefits from an outstanding level of employee retention due to a work culture that encourages autonomy, initiative and growth in the careers of professionals, as well as excellent team spirit. The company offers competitive compensation and excellent working conditions. It is one of Montréal 2024's top employers. It employs some fifty people and is located in the heart of the Plateau Mont-Royal, at the corner of Saint-Laurent Boulevard and Rachel Street.

RESPONSIBILITIES AND TASKS

Reporting to Lexum's Vice President, Legal Information, and working in collaboration with Lexum's IT and editorial teams, you will help maintain and develop the legal development of the legal information and research tools developed by Lexum.

As part of an interdisciplinary team made up of IT specialists and legal experts, you will be specifically responsible for :

- developing and apply credible legal research scenarios in a professional or nonprofessional context professional or non-professional context, at various stages in the development of tools or services;
 - testing prototypes of current research tools and those under development, including those involving artificial intelligence, for Lexum's services and CanLII's website;
 - more generally, participating in the quality assurance of Lexum's products and services;
- and
- contributing to the drafting of internal documentation and resources to assist resources.
 - Depending on changing needs and your development, you will be called upon to participate in various editorial services related to Lexum products, including the CanLII website.

REQUIREMENTS

You must have the following skills and qualifications:

- University-level studies in law - registration with a law society is an asset;
- Relevant work experience in legal writing and research; and
- Bilingualism in French and English, both written and spoken, as the job requires you to participate in the development and maintenance of resources offered in these two languages.

We are looking for applicants who demonstrate the following skills :

- a dynamic and motivated personality;
- excellent team spirit;
- an inquisitive, autonomous and flexible personality;
- ability to take decisions and solve problems effectively;

- the ability to carry out work rigorously and meticulously in a low-supervision environment;
 - an interest in and ability to learn new tools, software and technologies;
- and
- familiarity with office software such as Microsoft Word and Excel, as well as with electronic image and text formats.;

ABOUT THE OFFER

We offer the following benefits and advantages:

- Permanent employment at 35 hours per week;
- Competitive salary, depending on experience, including a target bonus of 7.5% to 10%;
- Face-to-face and telecommuting work with a minimum of 2 days in the office per week;
- Work schedule according to normal office hours, with flexibility;

Conditions :

- Casual dress;
- Health, dental, disability and life insurance;
- Employer RRSP contribution program;
- Training and development policy;
- Wellness and counselling programs;
- Annual paid leave: 4 weeks vacation, 5 sick days.

Hiring is conditional on a 6-month probationary period, starting subject to availability.

Please send your application to carriere@lexum.com, indicating "Legal Information Analyst" in the subject line.