



Junior Counsel

Legal Affairs Department
Non-unionized position, temporary (2027-12-23)
Full time - 37.5 h/ week

The Jacques Cartier and Champlain Bridges Incorporated (JCCBI) is looking to expand its team to oversee the management, repair and maintenance of Québec's road-traffic and active-mobility infrastructure.

Our community

JCCBI is a cohesive team with a united voice that connects through cooperation and a culture of mutual support and innovation to achieve its goals. Choosing a career at JCCBI means joining a network of experts who innovate and uphold the sustainability of Québec's iconic infrastructure. The goal of JCCBI's team is also to create connections that join one side of the Island to the other, promote human and economic activity in Québec, and help JCCBI experts converge their talents.

The benefits of working at JCCBI

JCCBI is a Crown corporation that provides excellent benefits, a work-life balance, and professional development opportunities. JCCBI is committed to workplace equity, diversity and well-being and organizes social and community activities for its community. Here are just a few of these benefits:

- Flexible hours.
- Hybrid schedules: 3 days a week in the office and 2 days of remote work.
- Federal public service defined-benefit pension plan.
- 15 vacation days (after one year of service), 15 sick leave days, and 5 paid personal days.
- Comprehensive group insurance program.
- Reimbursement of sports activity fees.
- Continuing education program.
- Referral program.
- Partial reimbursement of monthly public transit pass or free parking.
- For electric vehicles, charging stations are available at preferential rates.
- Longueuil's offices near the Longueuil–Université-de-Sherbrooke metro station.
- Even more to discover!

Your mission

JCCBI is looking for a **Junior Counsel** to help fulfill the mission of the **Legal Affairs Department**: Our department protects the Corporation's interests by providing the appropriate legal advice and documents and by proactively engaging and raising awareness among our teams.

Main duties

Reporting to the Director of Legal Affairs, you will work in collaboration with the Legal Affairs Department to respond to requests from the Corporation's various departments. In this capacity, you will be responsible, among other duties, for handling a broad range of inquiries and providing legal advisory services.

- Reviewing legal documents including call for tender documents, call for proposal documents and the terms and conditions of certain contracts in several areas of activity.
- Assisting in the update of standard contract documents related to construction or professional services contracts.
- Organizing training courses or presentations on various legal issues for the Corporation's employees, including engineers and technicians.

- Preparing the required legal documents to protect the Corporation's interests and arrange for all parties to sign these documents.
- Support the deployment of tools in response to legislative amendments
- Receiving and analyzing the claims addressed to the Corporation by third parties, forwarding them to the responsible contractors as well as to the insurers thereof or negotiating the settlement of such claims on behalf of the Corporation.
- Managing specific files assigned to external Legal Counsel in collaboration with the Director, Legal Affairs and the Counsel.
- In collaboration with the Counsel and the Director, Legal Affairs, prepares various permits and processes third-party requests related to the occupancy or use of lands managed by the Corporation.
- Participating in project meetings and contributing to the realisation of projects by determining the actions to be taken by the Legal Affairs Department, as well as ensuring that the Corporation's obligations are met during the course of the project, by initiating the procedures, in collaboration with the Director, Legal Affairs, to obtain the required land or rights required, and by supporting the teams during the progress of the project by answering questions with legal implications.
- Advising the Corporation's various departments on matters with legal implications.
- Supporting the Director, Legal Affairs, and the Legal Affairs and Human Resources Department in the matters entrusted to them.
- Performing all other related duties.

Experience and education

- Be a member of the Barreau du Québec.
- Have at least three years of relevant experience.
- Working knowledge of the Microsoft Office Suite (Word, Excel, Outlook et One Note).
- Excellent writing and communication skills in both official languages (French and English).

Assets

- Experience in contract law, public procurement law and construction law.

Key skills

- Excellent writing, analytical and summarizing skills.
- Sense of organization, time management and priorities.
- Demonstrates rigour, initiative, independence and attention to detail.
- Be a team player with a recognized ability to develop positive interpersonal relationships (with a client/partner focus).

Bridge your career. Take the first step to become an essential part of our community.

Send your resume and cover letter to:

Marie-Hélène Cloutier, Manager, Recruitment Projects

[ZSA Legal Recruitment Limited](#)

(514) 447-8921, #330

mcloutier@zsa.ca

Find out more on JCCBI's [Careers](#) page.

JCCBI is an equal opportunity employer. We encourage applications from First Nations people, women, racialized people, and people with disabilities. Our offices are also accessible for people with disabilities or functional limitations.