



**Job Title:** Director, Legal Affairs  
**Workplace:** Montreal

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Otéra Capital offers a vast continuum of services in commercial real estate financing, from underwriting to asset management as well as an extensive range of products, from traditional mortgages to structured products.

We are a subsidiary of the Caisse de dépôt et placement du Québec, one of the leading institutional fund managers in Canada and the United States.

Our rapidly expanding firm is made up of real estate financing experts who team up and adapt themselves to the needs of clients, borrowers and investors. Our team is growing and we are always seeking new talents and seasoned and enthusiastic professionals who wish to embrace the principles that guide our management philosophy: engagement, teamwork, openness and pursuit of excellence.

*The masculine form is used to lighten the text.*

## **Role**

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Reporting to the Vice-President, Legal Affairs, you will be responsible for the reviewing and monitoring of all legal documents, policies and guidelines relating to mortgage loans and you will supervise the work of external counsel. You will also provide legal advices to all the business units of Otéra Capital.

You will be part of a dynamic team that contributes to the success of Otéra Capital.

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## Key Responsibilities

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- Support all business units including funding, asset management, workouts, loan syndication and capital market for all legal questions
- Take part in discussions and negotiations relating to the structuring of loans
- Prepare and review standard loan and syndication documentation
- Draft and review all loan documents including guarantees and take part in negotiations of non-standard guarantees and loan documents and ensure that loan documents comply to financing approval documents
- Draft and review documents relating to the offer or sale of foreclosed properties
- Approve and sign legal documents and / or ensure that the appropriate signature (s) are obtained
- Support the corporate secretary by preparing the meetings of the Board and its Committees, by drafting minutes of the meetings of the Board and its Committees and managing communications with members of the Board, its Committees and the Caisse
- Draft and review documents relating to the restructuring of Otéra Capital's legal structure (dividends, share redemption, etc)
- Supervise Otéra Capital's litigation and draft litigation reports
- Supervise the work of external counsel and ensure follow up of payment of legal fees
- Perform all other related tasks as requested by service members or required by one's functions
- Support the management philosophy and values of Otéra Capital

## Requirements

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- Bachelor Degree in Civil Law and Bachelor Degree in Common Law
- Member of the Barreau du Québec
- Minimum ten (10) years relevant experience in corporate and commercial law and in real estate financing in Canada
- Exceptional mastery of written and spoken language (bilingual)
- Excellent analytical and legal contract drafting skills; problem-solving skills
- A proactive self-starter
- Management skills
- Rigour and respect of deadlines
- Good business sense
- Ability to build ties with employees at all levels and with external stakeholders
- Mastery of MS Word, MS Excel, Outlook Suite

Otéra Capital is an equal-opportunity employer. We welcome applications for this position from all qualified individuals.

Please send your curriculum vitae to:

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### **Otéra Capital**

[cvrh@oteracapital.com](mailto:cvrh@oteracapital.com)

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