Position:  Legal Assistant

Department:  Corporate (Intellectual Property)

The Legal Assistant in the Intellectual Property team provides administrative support in the completion of trade-mark applications. The Legal Assistant is responsible for coordinating a variety of administrative procedures to ensure a high standard of quality and customer service.

Key Responsibilities

• Preparation of trade-mark applications and related documents including editing and quality assurance of the documents
• Coordinate deadlines for trade-mark related matters
• Monitor and assess workload to determine priorities and ensure timely completion
• Maintain client files
• Prepare client files for closure and storage
• Assist with other projects and support other departments as required

Qualifications

• Office Administration – Legal or Law Clerk diploma from recognized post-secondary institute or suitable combination of education and intellectual property related experience
• Minimum three years within an intellectual property department
• Minimum one year experience working with trade-marks
• Working knowledge of PATTSY software is preferred
• Good working knowledge of PC desktop tools such as word processing, spreadsheets, presentations, e-mail
• Good verbal and written communication skills
• High accuracy rate
• Strong interpersonal skills and professional presentation
• Basic office equipment experience
• Experience preparing and editing correspondence

Skills Required

• Ability to plan, organize and prioritize job tasks in order to meet tight deadlines
• Ability to ensure consistent attention to details
• Ability to work independently within a team environment
• Ability to exercise discretion when dealing with sensitive information
• A positive, supportive and professional attitude

Interested applicants should forward their resumes to careers@perlaw.ca.