The Legal Assistant in the Intellectual Property team provides administrative support in the completion of patent and 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 patent and trade-mark applications and related documents including editing and quality assurance of the documents
- Coordinate deadlines for patent and trade-mark related matters
- Monitor and assess workload to determine priorities and ensure timely completion
- Maintain client files and prepare 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 two years within an intellectual property department
- Working knowledge of PATTSY WAVE 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
- 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 detail
- Ability to work independently and 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.