

**TRADEMARK LEGAL ASSISTANT**

<b>Position Title:</b>	Trademark Legal Assistant
<b>Department:</b>	Trademark
<b>Position Type:</b>	Full Time – Permanent
<b>Arrangements:</b>	Remote or Hybrid
<b>Education/Experience:</b>	High School diploma and 2+ years in a trademark prosecution setting

**Role Summary**

We are looking for a trademark legal assistant to join our firm and support our growing and fast-paced trademark practice group. This position requires strong attention to detail and an ability to prioritize and multi-task efficiently. The successful applicant will have 2+ years of trademark prosecution experience and will be responsible for providing high quality work. Must have a strong work ethic and genuine interest in working with trademarks.

- Responsibilities**
- Work with the firm’s trademark attorneys and paralegals to prepare and file trademark applications, document to maintain registrations, and other e-filings with the USPTO and WIPO;
  - Correspond with foreign trademark counsel; Communicate with clients;
  - Draft form letters (applications filed, office action responses, examiner amendments, publications, statements of grant, and registration certificates);
  - Proof official documents for accuracy;
  - Handle legalization of documents for foreign jurisdictions;
  - Draft reporting and status communications, correspondence, and other documents related to trademarks;
  - Monitor the docket deadlines;
  - Perform application status checks;
  - Prepare trademark reports;
  - Assist with due diligence projects;
  - Open and maintain files;
  - Process invoices and disbursements.
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- Requirements**
- 2+ year of trademark experience in a professional environment;
  - Proficiency in Microsoft Office suite;
  - Solid work processing/data entry skill;
  - A plus: familiarity with a FoundationIP (FIP) docketing system and conducting trademark searches.