

Trademark Paralegal

Want to be part of a growing IP practice where you can make a difference? Looking for a workplace culture that is inclusive, and celebrates, respects, and values its employees? Then look no further. We are seeking an experienced trademark/IP paralegal who wants to be a real, essential member of a team and make an impact. Must have a positive attitude, be a team player, and demonstrate problem solving skills and flexibility while working in a fast-paced, dynamic environment.

What will you do?

- Collaborate with attorneys to manage global trademark matters, including U.S. and non-U.S. trademark prosecution, maintenance, searching, clearance, oppositions, cancellations, and enforcement
- Monitor and meet trademark deadlines, and coordinate with clients and attorneys on preparing and submitting USPTO and Madrid/International Registration trademark filings including new applications, statements of use, maintenance filings, responses to office actions, assignments/ownership documents, and TTAB filings
- Conduct preliminary trademark clearance searches and report results to attorneys
- Correspond with foreign associates regarding new filings, prosecution and related deadlines, and billings
- Administer, maintain, and oversee entries into the trademark database containing Firm client registrations and deadlines
- Review trademark watch notices and draft cease and desist letters
- Assist with file intake and matter entry in docket system for new clients
- Special projects, as needed
- Recommend, establish, and maintain internal practices and procedures for trademark, patent, and domain name-related information, filings, and deadlines

What will you bring to the table?

- Minimum of 3-5 years of law firm experience as a paralegal handling a full range of issues related to managing a global trademark portfolio
- Solid interpersonal and teamwork skills
- Self-motivated and highly organized with ability to multi-task in a fast-paced and dynamic environment
- Excellent verbal and written communication skills
- Demonstrated experience with all aspects of domestic and international trademark practice and prosecution
- Strong computer literacy, including Microsoft Office (Word and Excel), and solid experience with trademark docketing databases (WebTMS preferred) and IP research/information databases (e.g., SAEGIS)
- Bachelor's degree in a related field or equivalent combination of education and work experience
- Paralegal certification required