

LINDS & ASSOCIATES LTD.

Legal Support Recruitment Specialists

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IP LEGAL ASSISTANT DOWNTOWN TORONTO OUTSTANDING INTERNATIONAL LAW FIRM

Our client, a well known law firm is seeking an intermediate level, energetic, detail oriented, highly organized individual to join its legal administrative team. The successful candidate will work in the Intellectual Property department and will provide support to professionals who specialize in trademarks.

Responsibilities may include, and are not limited to, the following:

- Preparing, amending and attending to electronic filings and prosecution of Canadian trademark applications and related reports
- Monitoring deadlines, sending reminders and assisting with the preparation and filing of reports to clients and responses to deadlines
- Organize and prioritize work, initiating follow up as required
- Managing client billings and accounting issues
- Preparing routine correspondence, booking appointments and travel arrangements, and maintaining client contact information in database
- Working with trade-mark docketing software
- Handling routine administrative and general office duties
- Opening and closing files
- Other duties as required

QUALIFICATIONS

- Legal Administrative Assistant Diploma from a recognized college preferred
 - 3 -5 years of trade-mark experience
 - Strong computer skills with excellent knowledge of standard software (Microsoft Outlook, Excel, Word, Adobe, DM, Carpe Diem)
 - Excellent interpersonal and communication skills (both verbal and written), including the ability to deal with clients and all levels of staff
 - Strong work ethic, excellent attention to detail, highly organized and proactive
 - Capacity to work independently as well as in a team environment
 - Ability to multi-task and prioritize effectively
 - Strong file management, scheduling, billing, accounts receivable and database management capabilities
 - Working knowledge of Inprotech and CIPO's online systems would be an asset
- Interested candidates should apply in confidence to slinds@lindsassociates.com

If interested in applying for this position, please visit our website and upload your resume at www.lindsassociates.com/candidates.