



Oyen Wiggs, an intellectual property boutique firm in downtown Vancouver, has an opening for a **Legal Administrative Assistant**. This is a full-time, permanent position. The successful applicant will primarily assist a Partner and Associate lawyer with litigation and other adversarial matters.

The Legal Administrative Assistant will assist with intellectual property litigation matters in the Federal Court and Supreme Court of BC, other adversarial intellectual property matters before the Canadian Intellectual Property Office including trademark opposition proceedings and summary expungement (section 45) proceedings, and various other intellectual property prosecution and solicitor matters, including:

- Reviewing and preparing correspondence
- Assisting with the preparation of pleadings, affidavits and other litigation documents
- Communicating with clients, Courts, intellectual property offices, opposing counsel, foreign associates and court reporters, among others
- Managing and organizing documents, including pleadings, motion/application materials, evidence, arguments, discovery documents and transcripts
- Managing deadlines and workflows
- Preparing, filing and serving documents for litigation and other adversarial proceedings
- Preparing and filing patent and trademark applications and related prosecution documents (e.g. Amendments and Responses)
- Assisting with management of patent and trademark portfolios
- Conducting patent and trademark searches
- Performing general administrative duties

We are looking for someone with initiative, good judgment and attention to detail, excellent organizational and client-service skills, and the ability to communicate effectively both orally and in writing.

Qualifications for this position include the following:

- Minimum of 2 years of experience in a law firm environment; experience in an intellectual property firm or department would be an asset
- Minimum of 2 years of litigation experience
- Knowledge of online filing procedures and systems of the Supreme Court of BC (Court Services Online) and the Federal Court of Canada would be an asset
- Knowledge of Worldox, PCLaw, Primafact and CanLII would be an asset
- Knowledge of CIPO and USPTO procedures and online systems would be an asset
- Ability to work in a fast paced environment
- Strong keyboarding skills with demonstrated accuracy
- Advanced computer skills – Word, Outlook, Excel, Internet Explorer

Our firm is committed to facilitating both personal and professional growth and this would be a great opportunity to continue your legal career while working in a collaborative team environment. Please submit applications in confidence to: lchan@patentable.com. Visit us at www.patentable.com. We thank all candidates for their interest, however, only those short-listed will be contacted.