



Who we are:

Oyen Wiggs is a leading intellectual property law firm located in downtown Vancouver. We provide a broad range of IP services with particular focus on the preparation and filing of patent and trademark applications. Our lawyers have a variety of technical background that provides insight to helping clients define and protect their innovations. Through our wide reaching network of foreign associates, we are able to advance our clients' interest around the world. We are an innovative and passionate firm that has been raising the bar in intellectual property law for the past 44 years.

At Oyen Wiggs, our staff are an integral part of our professional team, we encourage a collegial atmosphere where they are empowered to build their careers and make a positive contribution to our work environment. We are always on the lookout for talented individuals who are dedicated to delivering the highest quality of work and share our values and commitment to providing excellent client service.

Join Us:

We have an opening for a **Junior Legal Administrative Assistant** in our Biotechnology practice group. We are seeking an enthusiastic candidate to be a part of a team made up of Partners, Associates, Paralegals and other Legal Administrative Assistants. Our firm is committed to facilitating both personal and professional growth and this would be a great opportunity for a junior to develop your administrative skills while working in a collaborative team environment.

The Junior Legal Administrative Assistant will assist with a variety of functions including docketing deadlines, document production and assisting with stages of patent and trademark prosecution. This includes:

- Prepare and draft documents and correspondence.
- Managing deadlines, billing and general administrative duties.
- Assisting with management of patent and trademark portfolios.
- Retrieving patent and trademark records and information from official databases.
- Filing patent and trademark applications.
- Assisting with preparation of amendments and responses to Office Actions and other official filings.
- Ability to perform other related duties as required.

The ideal candidate will bring with them a strong attention to detail with an ability to produce high quality work, the ability to multitask and manage multiple deadlines and work well under pressure. We are also looking for someone with excellent interpersonal and communication skills and who can work independently and in a team environment to provide excellent client



service. The ability to develop strong working relationships with colleagues and a positive, can-do attitude are key to being successful in this role.

Qualifications for this position include the following:

- Professional legal administrative assistant certification.
- 1-2 years of experience in a law firm environment.
- Strong technical and analytical skills.
- Ability to prioritize work and meet deadlines.
- Strong keyboarding skills with demonstrated accuracy.
- Advanced computer skills – Word, Excel, Outlook, Internet Explorer and other computer applications.

If you are interested in this opportunity, please send your resume and cover letter 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. All resumes are retained and treated in confidence. No phone calls please.