



Oyen Wiggs, an intellectual property firm in Vancouver, has an opening for a **Legal Administrative Assistant/Paralegal** with experience in patents, trademarks and design. This is a full time permanent position assisting a Partner and a Senior Associate. Our firm is committed to facilitating both personal and professional growth and this would be a great opportunity to develop your administrative skills while working in a collaborative team environment.

The Legal Administrative Assistant/Paralegal will assist with all stages of patent, trademark and design prosecution including:

- Managing patent, trademark and design portfolios
- Conducting patent, trademark and design searches
- Filing patent, trademark and design applications
- Preparing Amendments and Responses
- Reviewing and reporting correspondence
- Communicating with direct clients and foreign associates
- Managing deadlines and general administrative duties

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

Qualifications for this position include the following:

- Professional legal administrative assistant or paralegal certification
- 3 years or more of experience in a law firm environment; experience in an intellectual property department would be preferred
- Knowledge of CIPO and USPTO process
- Ability to work in a fast paced environment
- Strong keyboarding skills with demonstrated accuracy
- Advanced computer skills – Word, Excel, Outlook, Internet Explorer

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.