



**Oyen Wiggs** is an intellectual property boutique law firm with one office in Vancouver, Canada. We have a team of 19 lawyers with diverse technical backgrounds who are engaged primarily in patent and trademark prosecution, as well as related contentious work including opposition proceedings and litigation in the Federal and BC courts. We are an established boutique firm with a strong direct client base and an extensive foreign associate network.

We are seeking a **Knowledge Management and Practice Innovation Staff Lawyer** to join our firm in a newly created position.

**Your day to day will include:**

Under the direction of our practice management partner and in coordination with our administrator, management committee, lawyers and staff:

- Knowledge Management – Developing and maintaining the firm’s practice resources (precedents, best practices documents, checklists, and training videos and documentation).
- Education and Training – Planning and coordinating education for the firm’s staff and lawyers to provide ongoing professional development, and ensuring lawyers are kept up to date on the latest developments in our practice areas.
- Practice Management – Assisting with developing and refining workflows, procedures and systems to assist the distribution, delegation and effective completion of work within the firm.
- Quality Assurance – Developing and implementing initiatives to monitor and maintain the quality of the firm’s systems, workflows and work product.
- Practice Innovation – Assessing and helping to implement appropriate technology and novel practices to ensure the delivery of legal services to the firm’s clients in the best possible way.
- Supporting Business Development – Assisting with the firm’s newsletter, website, client seminars and webinars.

**What we are looking for:**

We seek an inquisitive and self-motivated staff lawyer to help manage and implement our firm’s growing knowledge management and practice innovation initiatives. This is a non-practising position that will allow the successful candidate to remain involved in and improve law firm operations, while keeping current on legal knowledge and best practices in the IP field.

**This is already you:**

- Smart, curious, self-organizing, and willing to learn and try new things.
- Has an interest in learning more about knowledge management and legal operations.
- Has a law degree.

Experience practicing as a lawyer would be an asset, as would knowledge of intellectual property law. We will consider candidates who are available two or more days per week. Flexible hours are an option.

**What do we offer:**

Our firm offers a collegial and respectful environment focussed on producing a quality work product that is valued by our clients. Our lawyers tend to be entrepreneurial and, over time, build practices reflecting their interests and abilities. Our growth is primarily driven through recruiting talented lawyers and investing in developing them over time, and many of our current partners started as articling students with the firm. We have strong established internal systems for tasks such as automated document generation and docketing, and we are committed to continuously improving those systems over time. Our compensation package (salary, vacation and benefits) is competitive with many of the major law firms in the Vancouver area.

**Who to contact:**

Questions or resumes may be directed in confidence to our practice management partner, Jennifer Marles ([JAMpersonal@patentable.com](mailto:JAMpersonal@patentable.com)). We thank you for your interest in this position, however, only selected candidates whose background best match our requirements will be contacted. All resumes are retained and treated in confidence.