

# Intellectual Property Paralegal

## Position Summary

Intellectual property boutique law firm seeks full-time Intellectual Property, Patents, Trademark, Copyright, and Franchise Law Paralegal that will be responsible for attorney work-flow. A person in this role will collect client data to assemble applications, assignments, licenses, franchise disclosure documents, franchise agreements, and with franchise closings, including managing and maintaining docketing, and providing status reports to attorneys and clients. Additional tasks will include invoicing clients.

## Minimum Requirements:

- Paralegal Certification (Preferred).
- Bachelor's Degree (Preferred).
- Excellent writing skills.
- Excellent Verbal Communication Skills.
- Knowledge of Microsoft Office Suite including Outlook, Word, and Excel.
- Organizational and multi-tasking skills for high-volume environment.

Compensation commensurate with experience. Please submit your resume.

Job Type: Full-time

Pay: \$22.00 - \$30.00 per hour

## Benefits:

- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off
- Vision insurance

## Schedule:

- 8 hour shift
- Monday to Friday

## Education:

- Bachelor's (Preferred)

Work Location: In person