



Trademark Paralegal Position Description

Cantor Colburn LLP, one of the largest full-service intellectual property law firms in the country, ranked among the largest intellectual property (IP) firms in the nation, has an immediate opening for a Paralegal in our Trademark and Copyright Department. We are dedicated to helping a diverse group of clients optimize their IP assets. Our culture encourages creativity, focuses on responsiveness and client service, and recognizes the importance of commitments not only to career, but to family and the individual as well. We seek people who are energetic, highly motivated, and genuinely interested in assuming a leadership role.

This is a full-time, remote position that will provide support to attorneys in a fast-paced, deadline-driven team environment.

Duties include but not limited to:

- Electronic filings with the U.S. Patent and Trademark Office, World Intellectual Property Organization, U.S. Copyright Office, and U.S. Customs and Border Protection
- Trademark application filings and post-registration maintenance for U.S. and international trademarks
- Review and report post-registration refusals; prepare and submit responses
- Record documents affecting the chain of title for U.S. trademarks
- Prepare and manage client dockets
- Participation in complex projects as assigned

Requirements:

- At least two years of trademark experience; law firm experience strongly preferred
- Strong attention to detail
- Ability to communicate effectively and efficiently both verbally and in writing with the firm's attorneys and clients
- Strong time management skills and the ability to prioritize work to meet all deadlines and client-deliverables expectations
- Strong MS Word and MS Excel skills including the ability to extract, manipulate, summarize and report on large quantities of data

Cantor Colburn is nationally-ranked in patents, trademarks, and litigation. Our clients are among the leading companies around the world, including Fortune 100 companies, privately-held companies, select high tech startups, and university technology transfer offices.

Cantor Colburn LLP is an Equal Opportunity - Affirmative Action Employer. All qualified applicants will receive consideration for employment without regards to race, color, national origin, religion, sex, disability, or protected veteran status.