

Cantor Colburn Transfers Specialist 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 Transfers Specialist. 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 with the option to go into one of our five offices nationwide depending on your location. The Specialist will provide support to attorneys in a fast-paced, deadline-driven team environment.

Duties include but not limited to:

- Work with the Transfers Supervisor on all internal/external transfers from inception to completion. This involves:
 - Reviewing spreadsheets to maintain current and accurate databases.
 - Frequent inter-department coordination.
 - Daily management of various excel and/or PDF lists.
 - Utilizing our databases efficiently in conjunction with list management projects.
 - Learning technical aspects of our database.
- Coordinate as needed with attorneys, firm managers, and our clients on various Transfers-related projects.
- Efficiently prioritize urgent deadline-driven tasks.
- Ability to learn additional inter-departmental tasks to assist other teammates as necessary.

Requirements:

- Ability to communicate efficiently and with professionalism both verbally and in writing.
- Strong computer and database skills, specifically in Microsoft Word, Outlook, Excel. An understanding of Excel filters and/or formulas is preferred.
- Ability to multitask, prioritize, and maintain accuracy under pressure.
- Strong time management skills.
- Ability to work both on your own and in a team driven environment.
- Must have a working smartphone.
- Previous experience in the Intellectual Property field as a paralegal, administrative assistant or docketing staff member is preferred but not required.

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.

**Please email a cover letter and resume to Human Resources at Cantor Colburn LLP:
resumes@cantorcolburn.com.**