



Trademark Administrative Assistant

[Cantor Colburn LLP](#), one of the largest, most productive full-service intellectual property law firms in the country, has an immediate opening for an Administrative Assistant in our [Trademark and Copyright Practice Group](#). This is a full-time position that will provide support to attorneys and paralegals in a fast-paced, deadline-driven team environment.

Duties include but are not limited to:

- Reporting of official deadlines for U.S. trademarks including, but not limited to, Statements of Use, Declarations of Use, Renewals, and Paris Convention filings
- Preparation and filing of Change Address or Representation (CAR) Forms with the U.S. Patent and Trademark Office (USPTO)
- Liaise with clients and local counsel to report deadlines and maintain trademark registrations worldwide
- Generate routine and ad hoc reports for clients, attorneys, and paralegals
- Manage the legalization process of documents for submission with trademark offices worldwide
- Handling of expense reports, cost estimates, time entry, document preparation, and incoming mail
- Participation in simple and complex projects as assigned

Requirements:

- Strong attention to detail
- Ability to communicate effectively and efficiently both verbally and in writing with the firm's attorneys, paralegals, 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
- Law firm experience preferred

Cantor Colburn is ranked #6 for trademarks and #4 for patents. The firm's clients are among the leading companies in the U.S. and around the world, including Fortune 100 companies, privately-held companies, select high-tech start-ups, government research institutes and university technology transfer offices.

Please submit a cover letter and resume to resumes@cantorcolburn.com.

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