

## Legal Assistant - Trademark

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Company: The Goodkind Group, LLC

Location: New York

Category: other-general

A NYC law firm is seeking **Trademark Legal Assistant** to join their team. The position focuses on Trademark Prosecution matters and offers a desirable work schedule.

**This is a hybrid role: 2 days in the office/3 days working from home**

### Description

Responsible for large trademark application filing and assignment programs. Preparation, filing and management of trademark applications. Management of large trademark portfolios. Trademark research, searches and reports using database and on-line search engines. Preparation of own correspondence to attorneys, clients and foreign associates. Trademark docketing. Special projects as required.

### Requirements :

Well organized and detail oriented. A proactive self-starter able to work independently. Strong verbal and written communication skills. Ability to handle multiple deadlines, and fast paced environment. Familiarity with Madrid Protocol and CTM a plus, not absolutely necessary. High level of computer proficiency, including On-line database research and data base maintenance. Flexibility for paid overtime.

- Minimum of 3+ years of Law Firm experience
- Trademark Prosecution experience is a MUST

· Four-year college degree; proficiency in all Microsoft Office applications (Word, Access, Excel); Internet search engines; Saegis; Database management, IPPO or World Mark preferred.

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