



Job description:

Brion Raffoul LLP is recognized as a leading IP boutique firm in Canada. Our exceptional team is passionate about helping innovative companies protect their ideas, designs and brands. Our clients include startups, government agencies, universities, and multinational companies.

We are in search of a motivated **IP Administrator**. The right candidate is a team player, curious, highly organized with a great ability to multi-task, and works well under pressure.

Experience in IP or in a general legal environment is considered an asset. Roles and responsibilities may be tailored for more those candidates who have relevant experience.

Roles and Responsibilities:

- Corresponding with clients and associates worldwide
- Filing applications in Canada, US and at the international level
- Preparing cost estimates
- Managing email correspondence both internal and external with clients and filing offices
- Preparing reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, or presentation software
- Filing and maintaining records
- Providing exceptional service to the firm's clients, and potential clients
- Performing general administrative duties including: photocopying, filing, mail, etc.
- Complying with all corporate policies & procedures

Qualifications, Skills & Core Competencies:

- Excellent verbal and written skills in English (French is an asset)
- Proficient in Microsoft Office Suite
- Strong interpersonal and client service skills
- Professional and positive demeanour
- Superior organizational and priority-setting skills and the ability to multi-task
- Excellent attention to detail
- Strong work ethic
- Ability to work flexible hours to meet project or reporting demands

Attributes:

- Reliability, creativity, and integrity
- Confident team player with strong interpersonal skills
- Good initiative and judgment
- Ability to learn quickly

Miscellaneous:

- Extensive training on Intellectual Property Law will be provided
- This position cannot be fulfilled remotely
- Please note that Brion Raffoul has a **mandatory** vaccination policy

Completion of the Law Clerk program and/or knowledge of Canadian and US patent- or trademark-related matters would be considered assets.

Please note that the work week is 9am to 5 pm from Monday to Friday.

Please forward your cover letter and résumé to Sheryl Macdonell.

*****Only candidates chosen for an interview will be contacted*****