

**Assistant, Patent Agent
INTELLECTUAL PROPERTY**

JOB DESCRIPTION

Collaborate with one or two patent agents from the intellectual property group in carrying out secretarial work.

RESPONSIBILITIES

- Produce documents, letters and notes in both official languages
- Draft and ensure follow-up of correspondence
- Organize patent files
- Manage patent application deadlines
- Assist the patent agent in preparing and filing patent applications
- Conduct research in patent and patent application databases
- Manage clientele
- Handle billing and time sheets

SKILLS REQUIRED

- Secretarial training or equivalent training and background
- Minimum five (5) years experience in the legal field
- Minimum three (3) years experience in the field of patents;
- Excellent command of French and English (written and spoken)
- Very good knowledge of Microsoft Office
- Very good knowledge of Patsy

PERSONAL AND PROFESSIONAL APTITUDES

- Independence and precision in producing documents
- Ability to work with a team and manage multiple priorities simultaneously
- Ability to work under pressure in a professional environment