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Trademarks Paralegal

Description

Work Profile- Trademarks Paralegal

Total Work Experience: 2 – 5 Years

Work Location: Delhi/ Mumbai/ Bangalore

Responsibilities

- Prepares Trademark applications for filing at the Registry.
- Maintaining diaries for deadlines/due dates.
- Physical and digitized maintenance of files.
- Convey and draft instructions to foreign counsel related to trademark matters.
- Coordinates with different in-house departments and supervise outside counsel to assure deadlines are met.
- Performs searches of the Trademarks Journals and Trademarks Registries online database.
- Support attorneys to prepare documents pertinent to oppositions, cancellations or litigations. Develop and execute trademark portfolio reports.
- Upgrading on procedures and modifications in applicable laws plus regulations in International trademark offices.
- Assists domain name registration stuff.
- Develops and file customs recording.
- Supports trademark-related projects along with anti-counterfeiting efforts

Qualifications

- Good communication skills
- Responsible attitude and ability to complete tasks in a timely manner
- Well-developed interpersonal and active listening skills
- Prior experience of foreign filing is preferred.
- Sound knowledge of basic computer skills

Job Benefits

Bachelor's/ Master's degree in any Stream

Contacts

hr@lexorbis.com

Employment Type

Full Time

Beginning of employment

2 – 5 Years

Job Location

Delhi/ Mumbai/ Bangalore

Date posted

July 26, 2018