



## JOB DESCRIPTION

**Title** Trademark & Copyright Administrative Assistant – Junior to Mid Level

**Status** Full-time; FLSA – Non-Exempt

### Description

Leason Ellis is seeking an enthusiastic, proactive and detail-oriented Administrative Assistant to join our dynamic trademark and copyright team!

Leason Ellis is an established IP boutique law firm headquartered in White Plains, New York. We launched in 2008, and now house over 30 patent, trademark, and copyright attorneys under our roof. We are one of only four firms listed in the IAM Patent 1000 New York section recommended on each of the prosecution, litigation and transactions tables.

### Duties and Responsibilities

- Provide administrative support to assigned attorneys
- Create presentation materials/presentations
- Assist attorneys with monitoring of IP docket; coordinate with paralegals and attorneys for client filings/mailings
- Perform conflict checks, prepare conflict waiver letters and engagement letters and open matters
- Draft routine correspondence
- Coordinate business-related travel arrangements, including submitting business-related expenses for reimbursement on behalf of the attorneys
- Maintain attorneys' calendars and contact lists as requested, which may include arranging all aspects of internal and external client meetings and conferences; staying apprised of events or deadlines on calendars; and actively communicating changes or reminders as needed
- Upload documents and correspondence, ensuring compliance with firm's procedures
- Proofread material for grammatical, typographical and spelling errors
- Review monthly bills for consistency, accuracy and spelling; check bills for consistency against special engagement terms (deferrals, rates, caps, etc.).
- Perform other related duties as assigned.



## Qualifications and Requirements

- Bachelor's degree
- Excellent interpersonal skills
- Professional level written and verbal communications skills
- Excellent organizational skills and the ability to effectively prioritize workload
- Proficiency in MS Word, MS Excel, MS PowerPoint and Outlook
- Relevant work experience in a law firm setting preferred
- Experience supporting IP attorneys preferred

## Apply

Please submit resume and cover letter detailing relevant experience and salary expectations to [careers@leasonellis.com](mailto:careers@leasonellis.com). Leason Ellis is an EOE/M/F/D/V/SO. We offer a competitive compensation and benefits package, and a dynamic, diverse and "remote flexible" work environment. *Only direct submissions from candidates will be accepted. No unsolicited resumes from third party agencies or recruiters, please. Thank you.*

Pay range: \$33,000 - \$50,000 per year.

## About

Leason Ellis is a full-service intellectual property law firm with a deep bench of professionals and a collaborative, hands-on approach. We're big enough to handle any intellectual property issue that our clients may face. Yet we're small enough to coordinate efficiently when evaluating our clients' issues, identifying practical and creative solutions for their business needs, and putting our insights to work on their behalf.