

Bilingual Patent Assistant – MONTREAL

THE FIRM

Bereskin & Parr is one of Canada's largest and most respected intellectual property ("IP") law firms. At Bereskin & Parr (B&P) we are committed to providing exceptional client service. At B&P we take pride in our collaborative and inclusive work environment and are a proud member of the Law Firm Diversity and Inclusion Network (LFDIN).

THE OPPORTUNITY

We have an exciting opportunity for a highly motivated Bilingual Patent Assistant to join our dynamic team in the Montreal Office. The role would support professionals whose practices include: patent drafting; filing; prosecution; and legal opinion work.

Currently, we are working remotely (from home). To offer our staff flexibility, we will be implementing a hybrid work from home structure as of January 2022.

Your responsibilities will include:

- Prepare and file United States Applications (Convention Priority, Divisional and National Phase Entry) including but not limited to: Application Data Sheet, Power of Attorney, Information Disclosure Form, and Assignment documents
- Attend to the prosecution of Canadian and Foreign patent applications
- Prepare Office Action responses based on client instructions and guidance from the Professional and filing finalized office action responses
- Review and report prosecution documents, for example examination requests and notices of allowance, to the client
- Monitor and follow up with appropriate parties on due dates and bring to the attention of the responsible party
- Prepare correspondence and reminder to clients.
- Review client instructions and take appropriate action.
- Handle all administrative tasks for the practice such as: coordinating meeting, e-file management, opening and closing client files; billing; and maintenance of client contact information.
- Other related duties as assigned.

What you'll bring to B&P:

- A minimum of three years of relevant work experience, preferably as a Patent Assistant or Patent Clerk.
- Bilingual in French & English
- Ability to identify issues during filing and prosecution.
- Proficient in Microsoft Suite of products (WORD, Excel and Outlook), working knowledge of IP docketing and billing software.
- Excellent collaboration; attention to detail, time management and prioritization skills.
- Strong team player that demonstrates excellent communication skills (both verbal and written) and an ability to work independently.
- Familiarity with document management systems an asset.

Candidates who meet the above qualifications are asked to email their resumes to: hr@bereskinparr.com. Please include "Bilingual Patent Assistant" in the subject line.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Bereskin & Parr (Bereskin & Parr LLP) is an equal opportunity employer and encourages applications from all qualified candidates including women, aboriginal peoples, visible minorities and people with disabilities. Should candidates wish to receive the above job posting in an alternative format, please contact Liam Bragg, Human Resources Generalist by email (lbragg@bereskinparr.com) or by phone 416-957-1622.