



MOFFAT & CO.
Patent & Trademark Agents

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Administrative Assistant

Moffat & Co. is a mid-size law firm that deals specifically with Intellectual Property prosecution and litigation. We are a results oriented firm with a solid history and a commitment to grow. We recognize and encourage the need for balance between personal and professional life. Our goal is to select a candidate who will gain as much by joining our firm as we will from employing them.

We have a career opportunity for an Administrative Assistant to join our team of innovative staff and professionals. Job duties include:

- reviewing and prioritizing incoming communications, including mail, email, voicemail, and facsimiles;
- maintenance of all diary dates for all files and other business matters;
- preparation of documents and materials, including memoranda, forms, on-line material, affidavits, pleadings, and correspondence and billing;
- transcription and implementation of instructions to and from professionals;
- daily maintenance of files and work products whether paper, electronic or otherwise; on-line information, including amending and filing of new applications, research, and forms;
- preparation and maintenance of files, database updates, pulling files and filing of files, entry of diary dates electronically and otherwise;
- handling any inquiries, whether by telephone, email, fax or otherwise, as required by the professionals;
- photocopying, faxing, scanning, emailing and digitizing materials including documents and exhibits;
- legalization of documents;
- any and all other duties as required to assist the business of the firms.

Applicant must have excellent computer and typing skills, communication skills and knowledge of patents and/or trade-marks would be a great asset.

Please send resumes to maureen.gallagher@moffatco.com