

PANITCH Intellectual Property Law SCHWARZE

Two Commerce Square, 2001 Market Street, Suite 2800, Philadelphia, PA 19103 // Toll free 888-291-5676

Foreign Filing Paralegal

Position: IP Paralegal (Foreign Filing)
Location: Philadelphia, PA or Wilmington, DE
Department: Intellectual Property Prosecution
Status: Permanent; non-exempt

Panitch Schwarze Belisario & Nadel LLP, a renowned domestic and international intellectual property boutique, seeks to hire a highly qualified Paralegal to join our Foreign Filing team in the Philadelphia or Wilmington, DE office. ****Will start remotely as the Firm's physical offices are currently closed.****

GENERAL SUMMARY

Assist attorneys with filing non-U.S./Foreign Patent Application for U.S. clients.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Minimum of 2 years foreign patent-related experience is required.
- Bachelor's degree, paralegal certificate, or equivalent work experience preferred.
- Knowledge of U.S. patent prosecution procedures and/or law firm experience a plus.
- Experience with non-US patent application filing process (Electronically/Via Express Mail).
- Strong clerical skills, including organization, time management and attention to detail.
- Aptitude to learn specific procedures and processes relating to the Intellectual Property field in general and foreign patent law.
- Develop and maintain knowledge of foreign filing requirements, patent prosecution procedures, renewal data and expiration data.
- Proficiency in popular Windows-based software applications including Microsoft Word, Outlook and Excel; IPDAS, Global IP Estimator, document management systems; and automated docketing systems.
- Excellent organizational and general administrative skills necessary.
- Excellent verbal, written, and interpersonal communication skills.
- Strong attention to detail.
- Client driven team player with strong customer service orientation.
- Ability to manage multiple priorities and competing demands.
- Ability to work independently and as part of a team interacting with all levels of Firm personnel.

GENERAL RESPONSIBILITIES

- Prepare international and foreign filing estimates using Global IP Estimator.
- Process the filing of new foreign patent applications worldwide, i.e., EPC, PCT, National, non-convention cases.

- Maintain knowledge of foreign filing requirements, patent prosecution procedures, renewal data, expiration data, etc.
- Prepare and review appropriate correspondence from foreign associates and to clients regarding new applications, formal requirements, filing details, etc.
- Provide follow-up service regarding due dates to clients by telephone, e-mail or letter.
- Responsible for certification/legalization of formal legal documents.
- Prepare and forward to clients, letters, patent documents, acceptance notices, filing reports, publication information, etc.
- Process formal documents to foreign associates.
- Prioritize workload to meet foreign filing deadlines and due dates.
- Prepare correspondence and perform clerical duties necessary to complete the foreign filing process and maintenance of foreign files through grant.
- Maintain foreign filing docket and remind attorneys as necessary for work assignments.
- Maintain a high-quality work product and ability to schedule work to meet department deadlines and perform job responsibilities under pressure efficiently, productively and in a professional manner.
- Analyzing incoming mail, faxes and other information for pertinent data and relays that information to clients and timekeepers as needed.
- Ordering formal drawings from draftsman and certified copies from the U.S. Patent and Trademark Office.
- Use of foreign currency calculator for payment of foreign invoices.
- Perform the annuities for the Firm and attend to the maintenance, reporting and payments of foreign renewals.
- Miscellaneous other duties as assigned.

Panitch Schwarze offers a competitive salary, stellar benefits and time off program, and flexible working schedules.

The knowledge and contributions of our administrative professionals play a key role in supporting the success of our Philadelphia and Wilmington, Delaware IP law offices. Staff members assist attorneys in meeting client needs and work to ensure internal stability within the firm. If you are interested in joining the Panitch Schwarze Belisario & Nadel LLP team, you may send your resume via email to careers@panitchlaw.com or by mail to:

Panitch Schwarze Belisario & Nadel LLP
 ATTN: Human Resources
 Two Commerce Square
 2001 Market Street - Suite 2800
 Philadelphia, PA 19103-7044

It is the long-standing policy of the firm to hire well qualified people to perform the many tasks necessary in providing high quality legal service. An integral part of this policy is to provide equal employment opportunity for all persons.

In this regard, the firm: (1) adheres to federal, state, and local laws, regulations and guidelines with regard to nondiscrimination against job applicants and firm employees; and (2) provides equal employment opportunity for all persons without regard to the person's age, race, color, national origin, ancestry, religious creed, gender, gender identity or expression, sexual orientation, mental or physical disability, military status, or any other basis of discrimination prohibited by law, including in its recruiting practices and its administration of all hiring, working conditions, benefits and privileges of employment,

compensation, training, opportunities for advancement (such as promotion, transfers, and terminations of employment), and any other term or condition of employment. All firm personnel are expected to carry out their various job responsibilities in a manner that comports with and is fully supportive of the firm's equal employment opportunity policy.