

Firm/Company Name Ballard Spahr LLP

(Send copy of firm logo for posting)

Job Title [Position]:	Legal Administrative Assistant-	Job Category:	Non-Legal
Department/Group:	Intellectual Property	Posted By:	Gina Emery-Duplechan
Location:	1735 Market Street, Philadelphia	Travel Required:	None
Level/Salary Range:	Negotiable	Position Type:	[i.e.: full-time, part-time, etc.] F/T
HR Contact:	Gina Emery-Duplechan	Date posted:	3/5/2019
Reports to:	Practice Support Manager	Posting Expires:	[i.e., 30-days] 60 days

Applications Accepted By:

Fax or E-mail:
215.864.82589

Attention:
Gina Emery-Duplechan

Mail:
1735 Market Street
Philadelphia, PA 19103

Job Description

Brief Summary:

An exciting opportunity is available for an experienced Legal Administrative Assistant to join the Intellectual Property Practice of Ballard Spahr in the Philadelphia Office.

Ballard Spahr is not accepting resumes from search firms for this position.

Excellent compensation, a comprehensive benefits package and a generous paid time off program is offered. For immediate consideration, please visit our career page <https://ballardspahr.silkroad.com/epostings/> and apply online.

Duties:

Skills/qualifications:

Strong communication skills, the ability to manage multiple priorities and work in a fast-paced, team-orientated environment are required. Must be proficient in MS Word, Excel, Outlook, PowerPoint and E-Filing with the U.S Patent and Trademark Office (USPTO). Reasonable knowledge of IP Manager or another IP docketing system, along with reasonable familiarity with Visio, PatentIn and generation of Sequence Listings are a plus.

[NOTE: Attach separate sheet(s) as necessary with the complete job description]