



**Bennett Jones LLP** is a top tier, full service national law firm with offices in Calgary, Toronto, Edmonton and Ottawa. Bennett Jones has been named one of the top 50 employers in Canada by Report on Business Magazine/Hewitt Associates for seven consecutive years, ranking 3<sup>rd</sup> overall in 2009.

We are currently recruiting for the following role in our Calgary office:

## Assistant, Intellectual Property (Trademarks)

### ESSENTIAL FUNCTIONS:

- Preparation of intellectual property correspondence (including reporting letters and docketing) to trademark offices in Canada, the U.S. and Europe, as well as to foreign associates and clients
- Accounting both for firm and foreign agent invoices
- Maintaining a positive rapport with clients and foreign associates

### QUALIFICATIONS:

- Highly organized
- Able to prioritize work
- Excellent attention to detail
- Self-motivated
- Responds to everyday tasks with little supervision
- Maintains professionalism, confidentiality and discretion
- A strong team player; demonstration of a positive work ethic
- Ability to multi-task and handle a fast-paced work environment
- Excellent verbal and written communication skills
- Technical aptitude for learning various computer programs
- Experience in Intellectual Property Law with a specialty in trademarks is a must

### HOW TO APPLY:

Interested applicants are to apply in writing to:

**Jennifer Bush**, Human Resources  
Bennett Jones Services Limited Partnership  
4500 Bankers Hall East, 855 – 2 Street SW  
Calgary, AB T2P 4K7  
Fax: 403.265.7219  
E-mail: [hrdeptcal@bennettjones.com](mailto:hrdeptcal@bennettjones.com)

*We would like to thank all candidates in advance, but only those applicants selected for an interview will be contacted. Please note that relatives of current employees are not eligible for consideration.*