

Position Description: Administrative Assistant Internship

IPWatch is looking for a detail oriented, highly organized self-starter who is eager to learn and work hard in a fast-paced technology and legal office. This person will support the Chief Administrative Officer with office and administrative duties. No prior experience working with trademarks, copyright, or legal documentation is required.

Internship Duties:

- Perform daily administrative tasks to ensure the functionality and coordination of the department's activities
- Work closely with CAO to support trademark/ copyright/ domain name daily activities
- Docket U.S. trademark/copyright/ domain name applications into online platform
- Research trademark, copyright, and domain name information for clients
- Scan and upload legal documents, specimens for trademark filings
- Provide administrative support for the attorneys and agents, as needed
- Communicate directly with clients on filings, deadlines, and other client related activities
- Assemble research and information by compiling, formatting, and summarizing information, graphs, and presentations
- Maintain office supply materials by checking and replenishing inventory
- Printing/binding of documents and presentations

Skills and Qualifications Desired:

- Out of the Box Thinker, self-starter, self-learner who works well under pressure
- Ability to follow strict instructions and procedures
- Experience working in office environment, preferably in client services capacity
- Excellent analysis and reporting skills
- Exquisite oral and written communication skills
- Very detailed oriented and highly organized
- Demonstrable ability to multi-task and adhere to deadlines
- Proficient with MS Office and online applications

About IPWatch Systems Corporation:

IPWatch's platform of solutions provide the opportunity for companies to revolutionize how they access, select, and manage intellectual property, domain name, and brand information. We offer the highest quality data combined with the fastest turnaround at the best value in the industry. IPWatch utilizes big data innovation to provide the fastest full trademark search accessing dozens of independent data sources consolidating results so that end-users can quickly solve their most critical business problems related to intellectual property and branding. Our proprietary and patent-pending technology and related algorithms provide unprecedented insight for our clients into their (or their competitors') intellectual property, business names, and related brand information. Our solutions guarantee unparalleled cost savings on a SaaS platform where comprehensive search results are delivered in a real-time web delivery model with clients having immediate access to their search data and IP portfolio from any internet enabled device. What takes our competitors several hours to days to produce, we deliver in a matter of seconds to minutes. IPWatch clients use our technology to build their brand equity, reduce potential business risk, and support profitable growth. IPWatch is revolutionizing the creation and protection of brands.

We are located one block from the UNA campus with flexible daytime hours. Interested applicants can send their resume and cover letter to Iris Daly at idal@ipwatch.com. For more information, please visit our website: www.ipwatch.com