

WE ARE HIRING

*Executive Assistant / Paralegal /
Secretary*

We are thrilled to invite skilled professionals with outstanding abilities in Executive Assistant Paralegal Secretary to join our team!

Skill Set Required:

- Candidate should have at least 3-4 years of core experience in all facets of Executive Assistant/Patent Docketing/Paralegal/Secretary domain including handling Email Communications, handling verbal communications with clients, having comprehensive knowledge of Patent Filing and Portfolio Management Process, communicating with clients, checking/responding to emails and very comfortable on MS Outlook, Gmail, Excel, Word Documents, and associated Office Tools.
- Candidates would be reporting to a Firm Partner and accordingly be willing to work from the Greater Noida office of K&K for a long term association.
- Candidates should be willing to take full responsibility for the mandates/activities allocated to them to ensure correctness and accuracy of the documentation being done, reminders being sent, and client communication being engaged in.
- Candidates should be willing to learn new responsibilities and incorporate docketing/paralegal practices being followed at K&K, along with give feedback/suggestions on how such practices can be improved.

Experience:

3+ Years in Patent Drafting &
Prosecution

Locations:

Greater Noida