

Kommit

Role: Legal Associate (Trademarks)

Company: Kommit Techno-Legal LLP

Type: Full time at New Delhi office (non-remote)

Application method: Email careers@kommit.com.

Requirements:

- **Qualification:** Bachelor's degree in Law
- **Experience:** 1+ years of experience in handling trademark matters (contentious or non-contentious).
- **Availability:** Immediate

Job skills: 1+ years of experience with trademarks, strong command over the English language, contract drafting, proficiency in Microsoft Word, Google Apps (Google Drive, Google Docs, Gmail, Calendar etc.), critical thinking and problem-solving ability, good research, drafting and communication skills.

Description: This role involves researching for and preparing legal documentation relating primarily to trademarks, copyright and designs (examiner responses, patent applications, legal responses). This role also expects the candidates to have a strong command over the English language as also competent contract drafting skills. The role requires exceptional written communication and critical thinking ability along with research skills and problem solving abilities. You may have to work in fields that are outside your field of specialisation.

Types of work you will undertake:

- Draft notes, reports, briefs, memos and presentations on various subject matters;
- Handle administrative action i.e. responses for objections, examiner reports and other communications with the trademark and patent offices;
- Drafting and filing trademark, design and copyright applications;
- Providing legal and administrative support to the Partners;
- Conducting legal research and summarising the findings in a clear and concise manner;
- Coordinating and filing documents;
- Management of deadlines during the prosecution of applications;
- Reviewing ongoing cases;
- Assisting in the review of legal documents such as contracts, responses etc. for accuracy and completeness;
- IP strategy;
- Support all aspects of both prosecution and litigation, specifically for trademarks, copyright and designs; and
- Prepare opinion letters, draft emails and notices.

About Kommit: Kommit is an intellectual property consulting firm. Find out more at www.kommit.com.