

Position - Docketing & Paralegal – Assistant Manager

Location – Gurgaon

Email id – contact@peopable.co.in

Salary package – 8- 10 LPA

About Organization

The organization helps corporations and law firms turn intellectual property into competitive advantage. They unifies the critical tools, best practice workflows, data, documents and services into one efficient, intelligent environment so that clients operate more efficiently and make better decisions faster.

Responsibilities:

- Work with clients to determine docketing and/or paralegal work requirements
- Document client-specific docketing and/or paralegal operating guidelines
- Supervise and manage onboarding activities of new clients and/or new portfolio
- Coordinate between client and internal teams to ensure successful onboarding
- Develop and maintain internal standard operating procedures and guidelines
- Support and train internal docketing and paralegal team members
- Oversee internal docketing and paralegal teams to help ensure compliance of established procedures and guidelines
- Must be available as a first level support for clients and coordinate with appropriate internal teams (e.g., Product, Support, Client Servicing, etc.) for responses and/or resolution
- Maintain a high level of product expertise to develop an internal training process to ensure that the team members employees new product features relevant to the team
- Responsible for the overall quality of deliverables and communication between the team and clients
- Assist in the setting performance expectations and metrics for the internal teams
- Ensure consistent application of identified Anaqua Quality Assurance in the review of communications, response and formality filings
- Perform other tasks as requested/needed

Qualifications

- 8+ years of experience in patent and trademark docketing and paralegal
- At least 5 years of managing/supervising a team
- Prior experience of working on ANAQUA and PATTSY platforms is a plus.
- Detail oriented, with advanced aptitude in interpersonal communication, research and resource utilization.

How to apply

Interested candidates can mail your resumes at contact@peopable.co.in (please don't forget to mention the position name in subject)