

## LEGAL

### **International Specialist**

Birch, Stewart, Kolasch & Birch, LLP, an internationally recognized intellectual property law firm located in Falls Church, VA, has an exciting opportunity for a position with growth opportunities in patent prosecution. The International Specialist provides support to numerous attorneys and managers regarding US and International filings. This is a non-exempt position, and reports to the International Manager.

### **Qualifications**

- Minimum high school diploma.
- Strongly preferred four-year degree.
- Strongly preferred law firm or office experience.

### **Responsibilities and Duties**

- Prepare PCT applications for filing; report filing receipts and other communications that issue.
- Assist with handling all matters associated with International Patents for the firm.
- Adhere to internal timetable for processing communications.
- Draft, prepare and proofread written correspondence, memoranda and/or other documentation for attorneys, but not limited to internal personnel, clients, Foreign Associates and/or Assignees and monitor incoming correspondence.
- Prepare, review and edit billing proformas.
- Manage, maintain and ensure accurate clearing of individual dockets and dockets of attorney(s)/agent(s) and departments.
- Maintains positive communication with internal and external clients including Foreign Associates, Assignees and/or Contacts via oral and/or written correspondence.
- Utilize documented guidelines, processes and procedures.
- Attend meetings and training sessions as determined by the International Department Manager.
- Other duties as assigned.

### **Benefits:**

Comprehensive benefits package to include medical, dental, and vision insurance. Paid time off and paid holidays. Firm wide annual events and business casual environment. Access to nearby metro and free parking offered.

**Please email cover letter, resume and salary requirements to [HR@BSKB.com](mailto:HR@BSKB.com).**

## **About BSKB:**

Since 1976, BSKB has been providing a full range of intellectual property law services to clients in the areas of patent prosecution, post-grant review, litigation, opinions and counseling, design patents, trademarks and licensing. Our knowledgeable attorneys and agents hold advanced degrees and are experienced in the fields of chemistry, electronics and IT, mechanical engineering and life sciences/biotechnology.

We believe in offering every client quality, personalized service, and are committed to educating our clients to help them make the most of their intellectual property. BSKB has a rich tradition of offering seminars on intellectual property law that have been attended by practitioners from around the world.

For more information, visit [bskb.com](http://bskb.com).

*Birch, Stewart, Kolasch, & Birch LLP is an equal opportunity employer. We are committed to providing equal opportunity to all applicants and employees in full compliance with all applicable state and federal laws prohibiting discrimination on the basis of race, color, age, gender, religion, national origin, disability, sexual orientation and gender identity protected veteran status and individuals with disabilities, or any other class protected by applicable state or federal law.*