

Summer Seminar Assistant mid-May through early July

Birch, Stewart, Kolasch, & Birch, LLP has an exciting position that will support the Client Relations department for the annual Summer Patent Seminar. The successful candidate will assist with special events, training sessions and taking care of the needs of our international guests

(50). Responsibilities/Requirements include:

- Available to work evenings and weekends per schedule of seminar
- Proficiency in Microsoft Office Suite (Word, Excel, Power Point, Photoshop a +)
- Be able to multi-task in a fast paced environment
- Able to take direction in various time-sensitive tasks (pre, during and post event)
- Team player that can exercise good judgment while interacting with clients from around the world

Qualified candidates should forward their resume via FAX to 703-645-3896 or via email to hr@bskb.com. EOE