

DATA ENTRY/RECORDS CLERK

- CBD location
- Full training provided
- Flexi time available after qualifying period

Spruson & Ferguson provides a comprehensive range of services for the protection, commercialisation, enforcement and management of all forms of intellectual property including patents, trade marks and designs.

An opportunity is available for a data entry clerk with some admin/ clerical experience to join the firm.

Working in our records area the successful candidate's activities will include:

- Data entry of incoming and outgoing correspondence
- Printing, copying and the distribution of system-produced letters.
- Printing and distribution of policing reports.
- Follow-up on prosecution and opposition deadlines.
- Establishment of opposition files.
- Processing of official mail.
- Processing and payment of registration fees.

To be considered for this opportunity candidates must have:

- Competent data entry skills.
- High level accuracy and attention to detail.
- The ability to apply oneself to the task at hand and work independently.
- Good communication and organisation skills.
- A positive, can-do attitude.
- Friendly personality.

For your chance to join this friendly team, send your resume with a covering letter by e-mail explaining your interest in the role to:

The Human Resources Manager
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