

TEAM SECRETARY TRADE MARKS

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 presently available for an experienced secretary to join our trade marks team. Providing secretarial and admin support to one, possibly two authors your duties will include:

- Dictaphone and general typing;
- Answering the phone, taking messages and some client liaison;
- Preparation of spreadsheets;
- Diary management;
- Drafting correspondence; and
- Various admin tasks in relation to trade marks.

Candidates will need strong dictaphone experience, excellent communication and English language skills; WORD and EXCEL; good organisational skills; accurate and fast WP skills; a pleasant personality and a good work ethic.

The position is ideal for someone seeking a late start as the hours of work are from 10 am to 6 pm Monday to Friday.

Salary is negotiable commensurate with experience.

Previous experience with trade marks is an advantage. However, full training will be provided to the successful candidate.

Please forward your resume and a covering letter in confidence to:

F Tomlinson
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Sydney NSW 2001
or forward by e-mail to hr@sprusons.com.au

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