

**WARNER NORCROSS & JUDD LLP – LEGAL ASSISTANT: SOUTHFIELD**

Are you detail oriented and highly organized? Do you have previous experience working with Intellectual Property Law? Warner Norcross & Judd is seeking an Intellectual Property Legal Secretary for a full time position (40 hours per week) in our Southfield Office. The successful candidate will have 3+ years' experience working as a legal assistant or legal secretary and a minimum of 1 year with Intellectual Property Law. Compensation range is \$19-25/hour, depending on experience.

The successful candidate will be analytic and detail oriented, possess excellent oral and written communication skills and enjoy working in a team setting. Seeking an individual with a high proficiency using MS Office Suite, strong administrative and organizational skills. Previous experience with US and foreign patent, trademark and copyright filings and practices are also required. WN&J offers a rich culture, a commitment to diversity, a dedication to excellence, unparalleled client service, flexibility, a healthy work/life balance and a competitive salary and benefit package. If you enjoy a challenging, fast paced, professional environment of teamwork and mutual respect, please visit our website to apply. You must first create a profile before applying for the Legal Assistant position in Southfield. Candidates will not be considered if they do not apply at [www.wnj.com/careers](http://www.wnj.com/careers) EOE.