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general careers



Intellectual Property Coordinator Brooklyn Park, MN

Want to make a difference in people's lives? Want to challenge yourself in a rewarding career? Then, CIMA LABS, wholly owned subsidiary of Cephalon Inc., is the place for you!

As Intellectual Property Coordinator, you're an organized, polished professional, providing exceptional support to CIMA General Counsel and Director of Intellectual Property by preparing draft correspondence and routine legal documents; providing executive assistant support; maintaining legal department databases; and, becoming the expert on our electronic contract management system and legal templates. In addition, you'll obtain Official Actions and related electronic documents from USPTO, WIPO and other IP agencies worldwide; prepare trademark filing documents; maintain patent/trademark files and ensure requests on actions items are processed.

This key position requires 2 years of college, and/or 3-4 years of business school or equivalent experience, and 5+ years of legal executive assistant experience. Paralegal certification desired. Strong PC skills, including Word, Power Point, Outlook and Excel, excellent time management, proof reading and communication skills with ability to interact professionally with all levels of management inside and outside the company. This is a fast paced environment requiring the ability to multi-task and meet changing deadlines.

Does this sound like a rewarding challenge to you? Come grow with us. Enjoy our exceptional benefits and career opportunity. Apply online at www.cimalabs.com or at hr@cimalabs.com.

CIMA LABS, a Cephalon Company, is proud to be an equal opportunity employer.