



INTELLECTUAL PROPERTY LAW

**Title: Reporting Coordinator**

Volpe and Koenig, P.C. is seeking a Reporting Coordinator with at least 2 years' experience in an office environment. Special consideration will be given for law firm work experience.

**Responsibilities:**

- Prepare and proof letters for specific attorneys and legal professionals: to include, publication letters, issue of notification, notice of allowance and issued patent letters
- Evaluate all communication to ensure that it is written properly based on the legal professional and client preference/requirements
- Review and research client records for accuracy and completion, matching documentation to correct client, patent, etc.
- Research publications, and manage client workflow for completion, including current and next steps
- Communicate routinely with managing attorney and legal support team (IP Legal Assistant, etc.)
- Report filings with the USPTO and report communication, invoicing and all copies on completed work
- Perform various types of data changes as part of routine client/matter data management.
- Create and provide various standard and customized reports, as requested, and assist in overflow for legal assistants
- Mail and document patents to clients
- Greets and directs visitors to the firm
- Answers and directs phone calls incoming to the firm to various personnel

**Desired Skills and Experience:**

- Bachelor's Degree (Legal Studies Preferred)
- 2-3 experience in an office environment
- Proficiency in MS Word/Excel
- Ability to multi-task in a fast-paced environment with deadlines
- Communicates both verbally and in writing clearly and accurately and adheres to client and firm confidentially and privacy
- Responds timely and effectively to client and team request and knows when to escalate
- Strong customer service skills to client
- Excellent attention to detail
- Strong organization skills
- Ability to work independently

**Benefits:**

We offer a competitive benefits and salary package, including but not limited to:

- Health, vision and dental benefits with employer contribution to individual and family monthly premiums;
- Life insurance;

- Short term disability insurance;
- Long term disability insurance;
- 401(k) with match;
- Discretionary bonuses;
- Corporate gym membership;
- Casual Fridays and summer hours

For immediate consideration, send resume and salary requirements to: [careers@vklaw.com](mailto:careers@vklaw.com),  
Volpe and Koenig, P.C., is an Equal Opportunity Employer.