

**INTELLECTUAL PROPERTY RECORDS SUPERVISOR**

The New York office of a large international law firm seeks an Intellectual Property Records Supervisor.

**Hours:** 9:00 am - 5:00 pm. Overtime as required.

**Required Qualifications:** High school diploma or equivalent; minimum of 5 years law firm records experience with at least 3 years experience as a supervisor; detail-oriented with excellent organizational skills; ability to work independently; ability to lift items up to 20 lbs.

**Preferred Qualifications:** Knowledge of LegalKey records management system or another records management system; knowledge of IP.

**For Consideration:** Fax resume with salary history to 212-901-7228

**Principals only. EOE.**