



LEGAL ASSISTANT – INTELLECTUAL PROPERTY
Columbia, Maryland

Department: Legal – Intellectual Property
Reports To: Intellectual Property Attorney
FLSA Status: Exempt

Company:

Martek Biosciences Corporation (NASDAQ: MATK), a local biotech company, is a leader in the innovation and development of DHA omega-3 products that promote health and wellness through every stage of life. The company's flagship products are *life'sDHA*[™], a sustainable and vegetarian source of the omega-3 fatty acid DHA (docosahexaenoic acid) for use in foods, beverages, infant formula, and supplements; and *life'sARA*[™], an omega-6 fatty acid produced from fungus. ARA (arachidonic acid) is the primary omega-6 fatty acid in the brain and is important for proper infant brain development and physical growth.

Job Summary:

The successful candidate will be an active member of the Intellectual Property Group providing support in all aspects of intellectual property management and documentation.

Essential Duties and Responsibilities:

1. Provide support to IP Attorneys and patent agents on patent-related matters.
2. Perform administrative tasks relating to the monitoring and updating of Patent Portfolio Charts.
3. Maintain patent and trademark files with updated correspondence from outside law firms and internal attorneys and patent agents.
4. Prepare and maintain electronic patent prosecution files.
5. Prepare cover letters to outside counsel regarding patent matters.
6. Work with inventors regarding USPTO requirements for patent prosecution formal documents, such as declarations and assignments.
7. Assist with preparation of information for Information Disclosure Statements.
8. Prepare travel vouchers, purchase orders and other administrative functions.
9. Monitor IP docket and due dates.
10. Other duties as assigned by management.

Qualifications:

1. Minimum of Associates degree required; Bachelor's degree preferred
2. 3+ years experience in intellectual property assistant or intellectual property paralegal required
3. Must be self-directed and motivated and able to prioritize tasks
4. Exceptional organizational skills
5. Extremely detail orientated
6. Accurate and consistent with producing high quality work
7. Works well in team environment
8. Excellent oral and written communication skills
9. Strong computer skills, must be proficient in Excel and Word; familiar with Access and PowerPoint; and able to learn appropriate database management programs

Requirements:

Physical Demands:

N (N/A) A (1 - 25%) B (26 - 50%) C (51 - 75%) D (76 - 100%)
Sitting D % Standing A %
Walking A % Driving A %
Bending/Stooping A % Climbing N %
Reach above shoulder N % Kneeling N %
Pushing/Pulling N % Crawling/Crouching N %
Lifting 25 lbs

Computer work
 N/A Minimal Moderate X Significant
Temperature extremes
 N/A X Minimal Moderate Significant
Noise
 N/A X Minimal Moderate Significant

Travel:

Domestic 0 % International 0 %

Please submit your resume and/or application (www.martek.com) to Human Resources at jobs@martek.com or fax to 410-772-5811.

Martek Biosciences Corporation is an Equal Opportunity Employer.
M/F/V/D