



Host Employer:	KASS International Sdn Bhd
Internship Position:	Trademark Executive
Industry:	NGO-Intellectual Property
Department:	Trademark & Design Department
Duration:	flexible, a maximum period of 2-3 months
Internship Location:	Kuala Lumpur, Malaysia
Job Code:	A1013
Company Website:	<a href="http://www.kass.asia">www.kass.asia</a>

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At KASS – we facilitate strategic business expansion in the dynamic Southeast Asian landscape and beyond; delivering comprehensive, high-caliber services in Intellectual Property, Franchising, and Translation on a global scale.

### **Job Summary**

This internship provides practical experience in trademark and design law. Interns will assist executives with daily tasks, including attending virtual meetings, conducting trademark searches, drafting reports, and preparing responses to office actions. Additional responsibilities include legal research and writing articles on intellectual property law updates for newsletters and websites.

### **Related Disciplines**

**FH, CBS, ENGL**

### **Key Duties and Responsibilities**

Key Responsibilities:

1. Assisting trademark executives in their day-to-day work.
2. Shadowing the executives as they attend virtual meetings with clients and attend hearings before IP Registrars.
3. Assist with articles writing relevant to IP law and updates for our website/newsletters etc.
4. Conducting trademark searches and drafting trademark search reports.
5. Drafting submissions or arguments in response to office actions.
6. Conducting relevant research.

### **Job Requirements:**

#### ***Possible challenges:***

1. Need to adapt to a fast-paced environment

#### ***Essential Attributes:***

1. Educational background in Law, History, English Literature, or Psychology, with above-average academic results.
2. Courteous, meticulous, attention to details.
3. Interested to know more about IP.

#### ***Desirable Attributes:***

1. Good writing & research skills

### **Language Requirements**

English (Spoken), Mandarin (Spoken), English (Written), Mandarin (Written)

**Working Days and Working Hours**

5 days a week, Monday to Friday, 9:00am to 6:00pm  
Lunch Break: 1:00pm to 2:00pm

**Benefits provided, if applicable**

Quarterly Event (Department & Company)