



TATA
CONSULTANCY
SERVICES

Job Description

TCS Bengaluru Hiring for Legal Operations Specialist – IP & Corporate Compliance

Role: Legal Operations Specialist – IP & Corporate Compliance

Experience: 3-8 Years

Job Location: Bengaluru

Eligibility:

- Minimum 15 years of regular, full-time education (10 + 2 + 3)(LLB/LLM)
- Should be flexible with night shifts & rotation shifts

Role Overview

We are looking for a highly skilled Legal Operations Specialist to support US-based legal teams in managing intellectual property (IP) and corporate compliance tasks. This role involves performing initial reviews of collections for IP concerns, including mark checking and domain registrations, tracking IP maintenance issues, and handling maintenance of corporate entity registrations and related fees. The ideal candidate will have strong knowledge of US IP laws, corporate governance requirements, and excellent organizational skills.

Key Responsibilities

- Intellectual Property (IP) Management
 - o Conduct initial review of collections for IP concerns, including trademarks, copyrights, and domain names.
 - o Perform mark searches and analyze potential conflicts in compliance with USPTO guidelines.
 - o Track IP maintenance deadlines and coordinate renewals for trademarks and domains.
 - o Maintain accurate records of IP portfolios using management tools.
- Corporate Entity Compliance

- o Manage registration and maintenance of US corporate entities across multiple jurisdictions.
- o Prepare and file annual reports, franchise tax filings, and other compliance documents.
- o Track and process related fees, ensuring timely payments and accurate reporting.
- o Maintain entity management systems and compliance calendars.

Required Skills

- Strong understanding of US IP laws, USPTO procedures, and domain registration regulations.
- Knowledge of US corporate governance requirements and compliance obligations.
- Excellent legal research and drafting skills.
- Proficiency in MS Office Suite and legal management platforms.
- Strong organizational skills and ability to manage multiple deadlines.

Preferred Technical Skills

- Experience with IP portfolio management tools (e.g., Anaqua, CPA Global).
- Familiarity with entity management systems (e.g., CSC, Diligent).
- Understanding of compliance workflows and tracking systems.

Qualifications

- Law degree (LL. B or equivalent) from a recognized institution.
- 3–5 years of experience in IP law, corporate compliance, or legal operations supporting US matters.
- Exposure to trademark clearance, domain registration, and entity maintenance processes.

Certifications (Preferred)

- USPTO Trademark Paralegal Certification or equivalent.
- ACAMS or other compliance-related certifications.

Key Competencies

- Attention to detail and accuracy.
- Strong analytical and problem-solving skills.
- Ability to work independently and collaborate with global teams.
- Excellent communication skills for liaising with US counsel and internal stakeholders.

Location

Bengaluru

Job Function

BUSINESS PROCESS SERVICES

Role

Support Executive

Desired Skills

Legal Counsel

Qualifications : BACHELOR OF LAW

How to apply?

- To apply online, click [here](#)

To Access Official Notification, click [here](#)