

## Role Description

<b>Job Title</b>	Trade Mark (IP) Administrator
<b>Located</b>	UK – TM offices
<b>Reporting To</b>	Team Leader

**Help shape the future of intellectual property.** Marks & Clerk LLP is the leading and largest firm of Patent and Trade Mark attorneys in the UK with over 60 partners and 350 employees. Our attorneys are highly skilled in all technical fields. We have offices in 9 locations across Europe: London, Oxford, Cambridge, Birmingham, Manchester, Edinburgh, Glasgow, Aberdeen and Luxembourg.

### Role purpose

The Trade Mark Administrator will work as part of our Trade Mark team and will be responsible for supporting our Trade Mark Attorneys by creating new Trade Mark cases, filing Trade Mark applications for clients and providing administrative support during the prosecution of the applications using the firm's case management system.

### Principal responsibilities

#### General

- Producing and circulating correspondence, text and other written material, ensuring that all documentation is captured in the firm's document management system (DMS)
- Case creation using firm's database Inprotech and digital workflows, adding and removing deadlines
- Filing Trade Mark applications and attending to all post filing formalities, recording WIP
- Obtaining copies of documentation required to prepare and file forms for UK, European Community, International and overseas national Trade Mark applications and Trade Mark oppositions such as powers of attorney and arranging for any necessary legalisation
- Drafting or copy typing materials when necessary, scanning documents and sending out the same by email, courier or post
- Generating client Trade Mark portfolio reports
- Liaising with IPO offices

#### Case Administration

- Updating the firm's database (Inprotech) with any relevant changes, including extension of deadlines, changing contact details and transference or abandonment of Trade Marks as required by the attorney
- Processing records such as assignments, change of name and address, seniority and renewals, including filing the necessary online forms and preparing simple documents
- Processing Trade Mark registration certificates, publications and other notices whilst communicating with partners, other Trade Mark attorneys, clients, foreign Trade Mark attorneys and IPOs
- Record and process all takeover cases on Inprotech.

### **Technical knowledge, professional qualifications and experience**

The successful candidate will have:

- Previous administrative experience in a legal or other professional services environment
- Previous experience in an Intellectual Property environment
- Good IT skills – including Microsoft Office and Outlook
- Strong written and verbal communication skills

In addition, the successful candidate will be able to demonstrate:

- A self-motivated and pro-active attitude
- A methodical approach with excellent attention to detail
- Excellent organisation and prioritisation skills
- The ability to work effectively both independently and as part of a team
- The ability to work effectively to work under pressure
- European languages would be beneficial

### **Remuneration and benefits**

- Competitive salary dependant on qualification and experience
- Hybrid working opportunities
- 26 days' annual holiday, plus statutory holidays
- Contributory pension scheme
- Life assurance
- Private medical insurance (after 12 months)
- Permanent health insurance (after 12 months)
- Payment of membership fees to professional bodies required for the role