

<b>Job Title</b>	Translation Coordinator (12 month FTC)
<b>Located</b>	Luxembourg
<b>Reports to</b>	Luxembourg Head of Formalities/RSM

**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 and a major worldwide actor with an international group of 16 offices worldwide.

### Role purpose

Our office in Luxembourg provides patent validation services. In this framework, you will coordinate the translation of patent claims and descriptions.

### Principal responsibilities

- Work as part of a team to handle translation projects in the framework of national, European and international patent applications for our clients.
- Instruct translation agencies and proof-readers, and monitor deadlines according to each project.
- Ensure that internal processes are accurately followed.
- Verify client's instructions and check whether the instructions have been correctly followed.
- Ensure that non-conformities are corrected, and communicate with Operations accordingly.
- Coordinate with Operations and ensure that the instructions have been accurately encoded and that all due dates are correct.
- Involvement in the continuous review and improvement of the processes.

### Technical knowledge, professional qualifications and experience

The successful candidate will have:

- Between 1-5 years of experience in an administrative and detail-oriented role.
- Experience in the field of translations project management (desirable).
- A Bac+2/Bac+3 degree or equivalent work experience.
- An EU work permit

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

- Excellent written and verbal communication skills.
- Professional command of English both written and verbal. French language skills would be beneficial.
- Diligent and pro-active approach.
- Good organisational skills, with excellent attention to detail.
- Ability to work well as part of a tight-knit team.

## Remuneration and benefits

- Salary dependent on qualification and experience
- 28 days' annual holiday, plus statutory holidays
- Complementary health insurance
- Lunch vouchers
- Flexible working hours
- Hybrid working arrangement according to local legislation
- The opportunity to start or pursue a career in the field of intellectual property