

Role Description

Job Title	IP Administrator – EP Grant & Validation (EPGV)
Located	Luxembourg
Reports to	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

The IP Administrator (EPGV) will be responsible for managing European patent grant and validation formalities including: entering deadlines; recording events; sending out appropriate reminders; and ensuring that case record information is up-to-date and appropriate charges have been made, filing applications.

Principal responsibilities

- Handle validation instructions received from clients, communicating with clients as appropriate during the validation process, and updating our systems accordingly.
- Check information/communications received, and update database systems.
- Create new case records, capturing case details from client instructions.
- Obtain and verify case status information through use of the EPOLine/CMS system.
- Monitor upcoming deadlines through the case management system and liaise with attorneys accordingly; preparing and filing official responses to the EPO when required.
- Check all documents, as necessary, for errors and arrange corrections, as required.
- Communicate with foreign associates and Government bodies as required.
- Create and send out appropriate standard letters and forms.
- Attend to payment of required fees.
- Liaise with other teams and Patent Attorneys as appropriate.

Technical knowledge, professional qualifications and experience

The successful candidate will have:

- 5 years' experience in a detail-oriented role, preferably in IP.
- Professional command of English both written and verbal. French language skills would be beneficial.
- IP experience (desirable).
- Educational level: Bac + 2/+3 as a minimum.
- EU work permit.

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

- A highly motivated and pro-active attitude.
- Excellent attention to detail.
- Excellent organisation and prioritisation skills.
- Well-developed communication skills, both written and verbal.
- The ability to work effectively both independently and as part of a team.

Remuneration and benefits

- Salary dependant 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