

Job Title	IP Administrator (12 month FTC)
Located	Cambridge
Reports to	Office Manager

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 8 offices in the UK: London, Oxford, Cambridge, Birmingham, Manchester, Edinburgh, Glasgow and Aberdeen.

Role Purpose

The IP Administrator is responsible for providing filing and post-filing assistance in accordance with official rules and regulations, and using the firm's case management system in order to support the patent fee earners in providing a timely and efficient service.

Principal responsibilities

- Processing incoming post to ensure that relevant data is recorded on Inprotech
- Generating and forwarding documentation to internal and external clients
- Locating files and filing of correspondence, both physically and electronically in the document management system (DMS)
- Monitoring due date/reminder lists and following up as required
- Liaising with external parties to resolve queries or obtain instructions
- Recording service charges as applicable
- Accessing external information sources to check and retrieve relevant information
- Working in compliance with the firm's quality management systems and policies

This position may encompass various roles designed for our specific business workflows:

- Case Administration - recording events, processing documentation, sending out appropriate reminders and ensuring case record information is up to date and accurate
- Filing - preparing and officially filing Intellectual Property Rights (IPR) applications, instructing foreign attorneys and arranging for associated fees to be paid
- Post Filing - obtaining and submitting all documentation required to progress a filed application
- Information Disclosure Statement (IDS) - gathering and collating prior art documents and then forwarding to patent offices or foreign associates.

Technical knowledge, professional qualifications and experience

The successful candidate will have:

- Previous administrative experience in a legal environment
- Strong written and verbal communication skills
- Good IT skills – including MS Office and Outlook
- Experience of a document management system (preferred but not essential)
- IP experience (preferred but not essential)
- CIPA Administrator qualification preferred, but not essential

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
- Good organisation and prioritisation skills
- The ability to work under pressure and to tight deadlines
- The ability to work independently and as part of a team

Remuneration and benefits

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