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| Job Title | IP Administrator |
| Located | London |
| Reports to | 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 8 offices in the UK: London, Oxford, Cambridge, Birmingham, Manchester, Edinburgh, Glasgow and Aberdeen.

Role Purpose

The IP Administrator is responsible for providing case administration, 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

- Obtaining and filing copies of documentation required to support applications, in accordance with the requirements of the law; communicating with attorneys, clients, foreign associates and intellectual property offices in a timely manner and working to deadlines.
- Processing information and communications received from foreign associates and intellectual property offices, updating the data management system, and ensuring deadlines are captured.
- Monitoring upcoming deadlines using the reminder system, and liaising with attorneys, clients, foreign associates and intellectual property offices to ensure deadlines are met.
- Preparing and filing Patent & Design applications in GB/EP/PCT and instructing local attorneys for foreign applications.
- Preparing and checking all standard forms, ensuring that all fees and formality requirements are submitted correctly and on time.
- Capturing details of official fees, service charges and time charges related to case load, and generating invoices.
- Assisting in ensuring that specific requirements of key clients are captured and communicated to staff and fee earners within the office.

Technical knowledge, professional qualifications and experience

The successful candidate will have:

- 2-3 years' experience in similar role
- Strong written and verbal communication skills
- Good IT skills – including MS Office and Outlook
- Experience of a document management system (DMS), EPOline and Online Filing 2.0 (desirable)
- Experience of a records management system (Inprotech) (desirable)
- CIPA Patent Administration Certificate (desirable)
- Experience in an IP environment

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

- A motivated and pro-active attitude
- Good organisation and prioritisation skills, with excellent attention to detail
- 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