

Job Title	Legal Assistant in the field of Intellectual Property
Located	Luxembourg
Reports to	Records & Systems 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 and a major worldwide actor with an international group of 15 offices worldwide.

Role purpose

The Legal Assistant will be responsible for managing all national patent and design filing and post-filing requirements before national offices (LU, BE, DE) where it is possible to act directly.

Principal responsibilities

National Filing Administration

- Preparation and filing of all national patent and design applications before the national patent offices (LU, BE, DE), where it is possible to act directly.
- Handle all post-filing, prosecution and grant formalities of all patent and design applications such as monitoring of deadlines, entering official communications onto Inprotech, preparation and filing of responses, processing registration certificates, and arranging for them to be reported via the workflow system as appropriate.
- In conjunction with the central IDS & Recordals team as appropriate, submit registerable transactions such as assignments, changes of names and licenses before the national patent offices.
- Ensure all appropriate service charges and/or official fees have been recorded and attend to any official fees payments, if required.
- Monitor upcoming deadlines through the case management system/portal and liaise with attorneys accordingly. Ensure the systems are up-to-date on a regular basis.
- Assist Luxembourg fee-earners as required including filing of new patent applications.
- Liaise with other teams and Fee Earners as appropriate.
- Assist in all general admin tasks in relation to monitoring and payment of renewal fees.

Technical knowledge, professional qualifications and experience

The successful candidate will have:

- Previous experience in a similar position in the field of IP is desirable. An experience as a legal assistant will be considered too, and training will be provided accordingly in this case.
- Proficient in English and French. German and/or Dutch would be considered as an asset.

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

- A diligent and pro-active approach
- Excellent time management and organisational skills
- Excellent communication and interpersonal skills with clients and colleagues – verbal and written
- The ability to work effectively both independently and as part of a team

- Excellent attention to detail and the ability to manage high volumes of work efficiently

Remuneration and benefits

- Competitive salary dependant on experience
- 28 days' annual holiday, plus statutory holidays
- Complementary health insurance and life insurance
- Lunch vouchers
- Flexible working hours
- Hybrid working arrangement according to local legislation
- Training and development opportunities