

<b>Job Title</b>	IP Administrator
<b>Located</b>	Manchester
<b>Reports to</b>	Office Manager & 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 with over 50 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

Under the supervision of the Records and Systems Manager, the IP Administrator will be responsible for providing assistance with case management, including recording events, sending out appropriate reminders and ensuring that case record information is up-to-date, and appropriate charges have been made.

### Principal responsibilities

- Use case management system and related applications (DMS, Portal, Outlook etc)
- Handle communications and correspondence received from IPOs, associates and clients
- Check, record and update event changes in case status
- Generate applicable correspondence to send to IPOs, associates, and clients
- Monitor deadlines, liaise with attorneys, IPOs, associates and clients
- Liaise with third party renewal providers
- Instruct, or arrange payment of official fees

### Technical knowledge, professional qualifications and experience

The successful candidate will have:

- Previous administrative and/or legal secretarial experience
- Good IT skills (Microsoft Office)
- Good level of both verbal and written English
- IP experience including knowledge of third party data management tools (desirable)

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

- A highly motivated and pro-active attitude
- Excellent attention to detail
- Excellent organisation, prioritisation and time management skills
- The ability to work effectively both independently and as part of a team

### Remuneration and benefits

- Competitive salary dependent on qualification and experience
- 26 days' annual holiday, plus statutory holidays
- Hybrid working
- 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