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| <b>Job Title</b>  | Trade Mark Administrator                          |
| <b>Located</b>    | Luxembourg  |
| <b>Reports to</b> | Trade Mark Operations Support Manager/ HR 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 Trade Mark Administrator will work as part of our Trade Mark team and will be responsible for supporting our Trade Mark Attorneys by creating new Trade Mark cases, filing Trade Mark applications for clients and providing administrative support during the prosecution of the applications using the firm's case management system.

### Principal Responsibilities

#### General

- Producing and circulating correspondence, text and other written material, ensuring that all documentation is captured in the firm's document management system (DMS).
- Case creation using the firm's database (Inprotech) and Go Digital workflows, adding and removing deadlines.
- Filing Trade Mark applications and attending to all post filing formalities, recording WIP, raising invoices.
- Obtaining copies of documentation required to prepare and file forms for UK, European Community, International and overseas national Trade Mark applications and Trade Mark oppositions such as powers of attorney and arranging for any necessary legalisation.
- Scanning documents and sending out the same by email, courier or post.
- Generating client Trade Mark portfolio reports.
- Liaising with IPO offices.

#### Case Administration

- Updating the firm's database (Inprotech) with any relevant changes, including extension of deadlines, changing contact details and transference or abandonment of Trade Marks as required by the attorney.
- Processing recordals such as assignments, change of name, seniority and renewals, including filing the necessary online forms and preparing simple documents.
- Processing Trade Mark registration certificates, publications and other notices whilst communicating with partners, other Trade Mark attorneys, clients, foreign Trade Mark attorneys and IPOs.
- Recording and processing all takeover cases on Inprotech.

### **Technical knowledge, professional qualifications and experience**

The successful candidate will have:

- Previous administrative experience in a legal or other professional services environment
- Previous experience in an Intellectual Property environment
- Proficient in English and French. Any additional languages would be advantageous
- Good knowledge of MS Office (Word, Excel, PowerPoint and Outlook)

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
- Complimentary health insurance and life insurance
- Lunch vouchers
- Flexible working hours
- Hybrid working arrangement according to local legislation
- Training and development opportunities