

Job Title	Renewals & National Filing Administrator
Located	Luxembourg
Reports to	Renewals Liaison Manager (UK) Records & Systems Manager (LU)

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 Renewals & National Filing Administrator will be responsible for managing all national patent and design filing and post-filing requirements before national offices where it is possible to act directly and will work as part of a central team administering various renewal processes and services for clients.

Principal responsibilities

National Filing

- Prepare and file all national patent and design applications before the national patent offices, 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.
- Submit registerable transactions such as assignments, changes of names and licenses before the national patent offices in conjunction with the central IDS & Recordals team as appropriate
- 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.

Renewals

- Generate and prepare renewal reminders for clients where we are responsible for payment of renewals.
- Attend to payment of renewal fees as instructed (or as scheduled for auto-pay clients).
- Generate and prepare renewal reminders and other correspondence as necessary.
- Generate all appropriate reporting letters associated with the responsibilities of this role such as renewal reminders and confirmation of payment.
- Ensure all service charges and official fees in relation to renewals have been correctly recorded.
- Be familiar with renewal rules and procedures in the jurisdictions for which we are responsible.
- Liaise with the finance team to ensure adequate funds in deposit accounts for payment of renewal fees.

- Maintain links with designated foreign associates regarding payment of renewal fees.
- 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. Good level in French, German and/or Dutch required.

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