

Job Title	IP Administrator
Located	Scotland
Reports to	Formalities Team Leader/Office 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 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

The IP Administrator is responsible for assisting patent attorneys in accordance with official rules and regulations and using the firm's case management system in order to provide a timely and efficient service to their clients.

Principal responsibilities

- Processing incoming communications to ensure that relevant data is recorded on the firm database (Inprotech).
- Generating and forwarding documentation to internal and external clients.
- Searching for files and filing of electronic correspondence, in the Document Management System (DMS) and handling communications in a paperless environment.
- Monitoring due date/reminder lists and following up as required.
- Liaising with external parties to resolve queries or obtain instructions.
- Recording service charges and generating invoices when applicable.
- Accessing external information sources to check and retrieve relevant information.
- Working in compliance with the firm's quality management systems, policies and procedures.
- Carrying out general administrative duties including copying, scanning, room booking and phone answering.
- Creating, ensuring sign-off and sending standard letters/documents (including reminders) to clients.

This position may encompass various roles designed for our specific business workflows:

- Case Administrator - recording events, processing documentation, sending out appropriate reminders and ensuring case record information is up to date and accurate.
- Workflow Coordinator – reviewing and directing all incoming correspondence (mail, email, online portals).

Technical knowledge, professional qualifications and experience

The successful candidate will have:

- Previous administrative or legal secretarial experience.
- Strong written and verbal communication skills.
- Good IT skills – including MS Office and Outlook.
- Experience of a document management system (preferred but not essential).
- Minimum 2 years of IP experience (essential).
- Experience working in a paperless environment.

The successful candidate will also be able to demonstrate:

- A self-motivated and pro-active attitude.
- A methodical approach with excellent attention to detail.
- Good organisation and prioritisation skills.
- Strong written and verbal communication skills.
- 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.
- 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.