

### Qualified Patent Paralegal – Southampton

**Qualifications:** Applicants should preferably have a Law degree or have several years' experience in a similar role and have completed the CIPA Patent Administrators Course (IPAC).

**Job Description:**

Responsible for the day-to-day correspondence for a team of busy Attorneys (post COVID restrictions will be based in our Southampton offices) which will include general tasks such as:

- Assist with preparing and filing new UK and European Priority Patent applications;
- Assist with preparing and filing new UK and European Design applications;
- Assist with preparing and filing new Patent Cooperation Treaty (PCT) applications;
- Assist with preparing and filing new Priority Patent applications;
- Correspond with Foreign Associates to prepare formal documents, including Priority Documents, Inventors Declarations, Powers of Attorney, Assignments, and other formal documents as required in foreign filings or ongoing prosecution;
- Organise payment of fees as required;
- File replacement formal drawings and Statement of Inventorship in response to Preliminary Examination Report received from the UKIPO;
- Review incoming correspondence from EPO regarding current status of applications and ensure accuracy of information;
- Reporting to and communicating with clients;
- Review incoming correspondence from external suppliers regarding current status of applications and ensure accuracy of information;
- Monitor and Report Substantive Examination deadlines;
- Perform research and compile data as requested by attorneys;
- Handling cost and action schedules for Clients Portfolios as requested by attorneys or clients;
- Review, process and maintain client dockets for deadlines, including preparing reminders to Foreign Associates and clients as needed;
- Assist with miscellaneous client-related projects, such as Change of Name Recordals, Change of Applicants Address and Recordal of assignments;
- Ensuring internal Deadline system updated and maintained, including the management and handling of all relevant paralegal deadlines;
- Preparing and invoicing clients for work completed;
- Following, preparing and updating Client work instructions and internal processes;
- Communicating with clients and foreign attorneys as and when required;
- Reviewing, responding to and actioning Communications and instructions from clients or outside counsel;

The above list is not exhaustive.

**Person specification:**

- Be able to handle multiple projects under limited supervision
- Meet deadlines
- Be a team player
- Attention to detail
- Be organised
- Work on their own initiative
- Demonstrate excellent communication skills
- Work to precise deadlines
- Prioritise, take instruction and work under pressure