

Legal Administrator EP Validations Team Global Support Services

Job Description:

You would be responsible for administering the process of validating a European Patent application into a national patent in any of the 39 member states. Our worldwide client base ranges from individuals to blue chip companies and are managed by a team of assistants based in our Glasgow office.

The validation process generally involves a translation of the Patent, payment of fees and filing of forms within a strict 3 month deadline from the application's grant date.

Some of the main tasks and responsibilities could include:

- Processing client instructions
- Opening cases on our system
- Monitoring case deadlines
- Providing relevant Power of Attorney to clients
- Ordering translations
- Invoicing clients
- Instructing foreign agents
- Reporting completion and validation to client
- Dealing with internal and external queries and other miscellaneous duties
- Provide an excellent service to our clients

The above list is not exhaustive.

Person Specification:

- Excellent computer literacy (to handle a large volume of electronic correspondence)
- Excellent numeracy skills (to calculate dates)
- Be able to prioritise, take instructions and work under pressure while paying attention to detail
- Have the ability to deal with repetitive tasks accurately
- Have a positive attitude to change
- Show willingness to help others and work as part of a team
- Good communication skills
- Proactive approach with a desire to learn
- Solution focused
- Respectful and adaptive to colleagues and clients requirements