

Patent Paralegal UK Team

Job Description

- Assist with preparing and filing new patent and design 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.
- Review incoming correspondence from patent offices around the world regarding current status of applications – and ensure accuracy of information, including Publications, Notifications and Assignments. Including reporting of the communications to clients as required.
- 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 Records, Change of Applicants Address and Recordal of Assignments either directly or globally via the Foreign Associates. Including problem solving and correcting errors or mistakes in families of cases
- 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:

- To handle multiple projects under limited supervision
- To 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