

**Bilingual German/English
Secretary/Paralegal
Munich Office**

Job Description:

Responsible for providing secretarial and administrative support to a small friendly team of Patent Attorneys and Paralegals.

Some previous experience of working in an IP firm or legal environment would be preferred and previous secretarial/paralegal experience is essential.

Some of the main tasks and responsibilities would include:

- Processing incoming emails and mail handling
- Opening new cases
- Producing standard letters and typing up dictations in German and English
- Following and learning client procedures and work instructions
- Working to deadlines
- Creating correspondence to clients, foreign agents and patent offices in German and English
- Translating correspondence (German/English)
- Proofreading documents
- Preparing and filing German, EP and PCT applications
- Preparing and filing responses to Office Actions
- Preparing invoices to clients
- Interacting with colleagues locally and in other offices
- General office administration

The above list is not exhaustive.

Person Specification:

- Excellent organisational and secretarial skills
- Excellent communication skills
- Be able to work on their own initiative
- Enjoy being part of a small friendly team
- Prioritise, take instructions and work under pressure while paying attention to detail