

PATENT PARALEGAL SECRETARY

Location:

Homeworking options available, however, candidates should be within easy commute of our Glasgow, Newcastle, York, Dublin or Southampton office

Role:

The successful candidate will provide secretarial support to the Patent Paralegal team. Experience of working in IP previously is preferred. Working as part of a growing team, you will work in different specialist areas of IP, so adaptability is key. You will have excellent communication skills and be able to identify and deal with issues as they arise. Being a team player and taking a proactive approach to all tasks is fundamental to the role.

Job Description:

You will work closely with the team to provide the following support functions:

- producing documents including creating, revising and editing letters, emails, assignments, presentations and reports
- preparing online filings and other documents (EPO, UKIPO, PCT)
- preparing invoices using our billing system and liaising with our Finance team
- reviewing incoming correspondence, allocating to the related electronic files, preparing routine correspondence and managing files
- proofreading documents, correspondence and memoranda that you produce to ensure accuracy and quality control of grammar, spelling and punctuation
- monitoring/maintaining diaries, calendars and record systems
- following and updating work instructions and internal procedures
- assisting with the preparation of schedules
- supporting other office administration staff and fee earners as required
- providing the highest quality of service to our clients at all times

The above list is not exhaustive.

In addition to these duties, you will be required to perform other tasks from time to time, in accordance with the level of training, skills and abilities of the job holder to ensure the smooth and efficient running of the office. Training will be provided so an understanding of the legal framework of the underlying patent system and of the work, aims and culture of the business can be developed.

The position carries an attractive package of competitive salary (based on experience and/or qualification), 25 days holiday (plus five recognized Bank Holidays), long service awards, life assurance and pension scheme, private healthcare, study support and many other benefits.

Person Specification

Qualifications	GCSEs (or equivalent) in English and Mathematics grades A-C. CIPA Administrators Qualification an advantage but not essential.
Experience/Technical	Fast and accurate typing speeds (c60 wpm). Excellent knowledge of Microsoft Office suite. Lotus Notes knowledge an advantage but training will be provided. Experience of online filing as outlined in job description. 2-3 years of secretarial experience.
Personal Skills	Highly methodical, self-motivated and well-organised with excellent attention to detail. Able to understand the importance of accuracy in monitoring dates and performing all other assigned tasks. Resilient and flexible in approach to work.
Motivation	Reflects on personal and team goals and re-assesses priorities where needed. Demonstrates a desire to learn and seeks opportunities for personal development. Is energetic and proactive in approach to operational and team
Communication	Ensures clear communication across the team. Able to listen, question and clarify information and instructions and respond accordingly. Demonstrates a high standard of written and verbal communication including grammar, spelling, punctuation and document preparation. Is open and honest and shares information across the team. Demonstrates diplomacy when communicating
Effective relationships	Able to provide a positive influence on team and office morale. Demonstrates support and diplomacy in order to build strong working relationships. Recognises the needs of the team and responds accordingly.
Teamwork	Able to work as part of a team providing support to attorneys and to co-operate with other support staff. Seeks input and feedback from the team. Able to recognise the needs of the team and respond appropriately to gain their trust and confidence. Supports group decisions and puts group goals ahead of own goals.
Organisation	Can manage own time and complete multiple tasks / assignments with competing deadlines. Confident organisational skills with the ability to plan and coordinate schedules.
Problem solving	Deals with problems and finds solutions within the team to support the firm's objectives. Can consider problems in a creative manner and seek alternative methods to achieve an acceptable outcome.
Safety and accountability	Take personal responsibility and ownership for the accuracy of all work produced. Work within a team to check deadlines can be met by communicating and working together. Work proactively with others' strengths and development areas to successfully meet the aims of the office and the firm.
Culture	Culture is fundamental to all we do at Murgitroyd. Our Core Values are Trust, Unity and Confidence. Further information can be found in our ESG report available at https://www.murgitroyd.com/environmental-social-governance-report-2021/

Company Benefits (UK)

- Altered Start/Finish Time (ASFT)
- Pension scheme – salary sacrifice (immediate)
- Death-in-Service (IF a member of the Pension scheme)
- Private healthcare (after one years' service)
- 25 days per annum holiday entitlement
- Holiday year runs from 1 January to 31st December
- Holiday entitlement can be used in one hour blocks and carry up to 5 days forward into the following calendar year if the Working Time Directive has been met
- Five days recognised national public holidays (dates depends on location)
- Additional entitlement due to length of service after five years up to a maximum of a further five days
- Forward looking Performance Review process, allowing the employee a significant input in their own progression and development
- Free eye tests
- Annual free flu jabs
- Ride to Work cycle scheme
- Loyalty awards after 10, 20, 25 and 40 years' service
- Tea/coffee and water services in all offices
- Employee Counselling Service and in house Mental Health First Aiders
- Homeworking/blended working system considered depending on role
- Colleague awards initiative
- Colleague engagement initiatives