



DARE TO BE DIFFERENT?

Vacancy: IP Portfolio Paralegal

AIPEX is changing IP Portfolio Management.
Can you make the difference?



The company

AIPEX is the pan-European IP law firm with offices in major European cities. AIPEX acts as regional counsel for multi-nationals and other corporates looking for a solution to the problems of developing and managing intellectual property portfolios in the multi-jurisdictional landscape of contemporary Europe. AIPEX provides a single point of entry for them to European countries.

Key operational responsibilities

The main purpose of the role is to manage the European IP Portfolio of our clients. You will work closely with the I Portfolio Manager, the Executive Secretary, Marketing Manager and the CEO.

Responsibilities:

- Keep track of email traffic and physical correspondence
- Create and amend dockets in the Document Management System
- Responsible for the European and PCT applications procedures
- Validate European granted patents in several countries
- Prepare and send invoices to clients
- Monitor deadlines
- Maintain contact with colleagues in Europe
- Key person between the partners and the client
- Keep procedures up to date

Experience & Skills

- Desire to deliver exceptional client service
- Eager to build this venture
- Experience in IP portfolio management (certified Formalities Officer)
- Committed for minimum 32 hrs per week
- Highly proficient in verbal and written English as day to day work duties will be carried out in English
- Min. 2 years' experience in a professional IP firm
- Ability to work with colleagues across all AIPEX offices

We offer you:

- Autonomy
- Opportunities to travel to meet with clients and colleagues at the AIPEX offices
- Flexible work time and place: get the job done
- The chance to be part of a truly unique pan-European IP law firm
- The opportunity to become part of a highly professional and motivated team
- Career development opportunities
- Home office: Rotterdam (WTC, NL)

If you dare:

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11 leading European IP law firms