

Galapagos (Euronext & NASDAQ: GLPG) is a clinical-stage biotechnology company specialized in the discovery and development of small molecule medicines with novel modes of action. Our pipeline comprises Phase 3, 2, 1, pre-clinical and discovery studies in cystic fibrosis, inflammation, fibrosis, osteoarthritis and other indications. We have discovered and developed filgotinib: in collaboration with Gilead we aim to bring this JAK1-selective inhibitor for inflammatory indications to patients all over the world. Galapagos is focused on the development and commercialization of novel medicines that will improve people's lives. The Galapagos group, including fee-for-service subsidiary Fidelta, has approximately 480 employees, operating from its Mechelen, Belgium headquarters and facilities in The Netherlands, France, and Croatia. More information at www.glpg.com.

For our site in Mechelen, we are looking for a

Formalities Assistant

Description

At Galapagos, we are committed to the protection of the intellectual property (IP) generated by our scientific team. As part of this commitment, we have an internal IP team who work closely with our scientists to ensure that all aspects of our IP are captured and protected effectively. We currently have a vacancy for a Formalities Assistant to support our team of attorneys.

Your Accountabilities

- To manage incoming correspondence and maintain internal database with respect to patents and trademarks, daily insertion and follow-up of deadlines in the patents database;
- To liaise with external attorney firms to provide patent filing instructions and to ensure all related formalities are dealt with on a timely basis;
- To prepare formalities for direct patent filings with EPO, PCT and national patent offices;
- To follow-up the patent and trademark portfolio, in close cooperation with the other members of the IP Department;
- Administrative management of patent documents, arranging for official documents including dealing with legalizations;
- Drafting of letters and a wide range of IP forms, official documents and reports;
- Providing assistance to the other members of the IP Department in patent procedural matters;

Your Talent

- A degree-level qualification, preferably in a paralegal, administration area
- Experience in a scientific environment is an advantage
- Attention to detail and accurate in execution of time critical information
- Ability to manage their time and work load effectively, to work to tight deadlines and having a flexible approach to work
- Fluent in written and verbal English
- Experience working with patents is preferable but not essential
- Experience working with IP databases generally and in particular with the CPA Memotech database would be an advantage

At Galapagos we aim to recruit the best people, who stand out among their peers, with integrity and excellent interpersonal and organizational skills. Our employees are the strength behind Galapagos, a highly motivated team, eager to maintain Galapagos' leading position and achieve breakthroughs in pharmaceutical research. Galapagos offers a competitive remuneration package and a dynamic work environment.

Applications can be made through <http://www.glpg.com/careers-job/job-info/formalities-assistant-mechelen>