

IP Paralegal

Your tasks

Responsibilities

- Support for the patent applications and patent prosecutions,
- Assist to monitor and manage various filing/registration deadlines,
- Update internal database and handle incoming mails (upload emails/documents, docket actions, enter data, create time limits, double check, etc.),
- Communicate with inventors, BU colleagues, in house patent attorneys, outside attorneys, and German colleagues effectively and optimize processes,
- Settle payment for inventor award,
- Assist head of IP China, and
- Other IP support work.

Requirements

- Bachelor's degree with some experience in IP procedure/other administration work,
- Basic knowledge about IP, especially patent and corresponding process,
- Good interpersonal communication skills, and
- Good team spirit, positive thinking, great passion, and fluent English.

Our offer

Ready to take your career to the next level and join us at the start of something extraordinary? Apply now to become a part of AUMOVIO and drive the future mobility together with us!



Job ID
REF1963X

Location
Shanghai

Leadership level
Leading Self

Job flexibility
Onsite Job

Legal Entity
Continental Holding China Co., Ltd.