

IP Paralegal

あなたの仕事内容

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.

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