

IP Paralegal

工作职责

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.

我们可以提供

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!



职位号码

REF1963X

所在地

Shanghai

领导力级别

个人贡献者

工作场所灵活度

现场办公

法律实体名称

Continental Holding China Co., Ltd.