EP Grant Formalities Assistant -

12 month FTC

Full time or Part time

Purpose: To support the EP Grant Formalities Manager and team in delivering a time critical, deadline driven service to our internal and external clients.

The post is based in our London office for a period of 12 months to cover maternity leave.

**Key Responsibilities / Accountabilities:**

* Printing e-mails and getting out post
* Preparing grant estimates
* Setting up new files and instructing French and German patent attorneys to prepare translations of the claims for meeting the Rule 71(3) EPC requirements
* Filing French and German translations of the claims at the European Patent Office (EPO) and paying official grant and printing fees using EPO Online Filing software. Reporting and invoicing client
* Maintaining local computer records and liaising with records department
* Preparing power of attorney forms
* Reporting decision to grant to client and invoicing
* Checking and forwarding grant documents
* Creating new grant files and instructing foreign patent attorneys to validate the granted patent at their respective patent offices
* Forwarding signed power of attorney forms to foreign attorneys
* Monitoring and filing acknowledgements from foreign attorneys
* Reporting and invoicing national validations
* General filing and retrieval

This is not an exhaustive list of responsibilities, and you may be required to undertake duties outside of this list where necessary to ensure the needs of the business are met.

**Person specification:**

The successful candidate will have:

* Knowledge and experience of the European patent grant procedure
* Experience in a similar role, particularly in responding to official communications under Rule 71(3)
* Demonstrable experience of communicating effectively with staff of all levels and clients
* A proactive approach to work and the ability to think on their feet
* Demonstrable experience of prioritising a heavy workload and managing time effectively
* Demonstrable experience of multitasking and forward planning
* Excellent organisational skills
* A track record of generating standard procedures and templates for repeat tasks