EP Grant Formalities Assistant -

12 month FTC

Full 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 successful candidate will preferably have experience in the European grant validation process, although patent secretarial background would be considered for this role.

The post is based in our London office for a period of 12 months.

**Key Responsibilities / Accountabilities:**

* Printing e-mails and getting out post on a daily basis
* Monitoring validation deadlines and chasing clients for validation instructions
* Instructing foreign patent attorneys to validate the granted patent at their respective patent offices and monitoring acknowledgements
* Preparing power of attorney forms
* Forwarding signed power of attorney forms to foreign patent attorneys
* Reporting Decision to Grant
* Checking and forwarding official Grant documents
* Monitoring and reporting End of Opposition notices to the client
* Entering charges, preparing invoices, E-Billing and uploading invoices and LEDES files to online portals
* 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, such as:-

* 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
* Reporting and invoicing national validations
* Preparing grant estimates

**Person specification:**

The successful candidate will have:

* Knowledge and experience of the European validation procedure
* 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