Patent Secretary (6 month fixed term contract)

Purpose: To provide full secretarial, PA and administrative support to a Senior Associate within our Advanced Engineering group.

This is a full-time role on a fixed term contract of 6 months to cover a period of maternity leave.

**Key Responsibilities / Accountabilities:**

* Full secretarial support including all typing and administrative duties
* Fast, accurate audio typing (minimum 65wpm net) using an electronic audio system for the production of letters, patent specifications and, in particular, claims sections thereof
* Organising electronic diaries, prioritising appointments, and reminding of deadlines as necessary
* Organising and prioritising workload and keeping a level-headed approach in a busy working environment
* Preparation of official forms for UK, European and International Patent applications and some foreign patent applications
* Filing UK, European and International patent applications using standard procedures, including preparation of internal forms and memoranda on a cover basis
* Arranging UK and foreign travel (arranging travel, visas and accommodation)
* Dealing with incoming email, faxes, and post, often corresponding on behalf of manager
* Proof reading work thoroughly before returning it
* Diarising Attorney's files
* Maintaining local computerised records and liaising with Records & Renewals department
* Taking accurate and detailed telephone messages
* Screening phone calls, enquiries, and requests, and handling them when appropriate
* Accurate and daily maintenance of filing system
* Producing documents, briefing papers, reports, and presentations
* Managing and submitting expenses for processing
* General administrative support to the team as a whole where necessary

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:

* Plenty of secretarial experience in a professional services firm
* An exceptional telephone manner
* The desire to learn and a willingness to become involved in the work
* 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
* The ability to manage Attorney's emails, judge urgency, and action as required
* A track record of generating standard procedures and templates for repeat tasks