EP Grant & Validation Formalities Assistant

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 Rule 71(3) EPC and Grant process, although patent secretarial background would be considered for this role. Knowledge of using Patricia would also be beneficial.

**Key Responsibilities / Accountabilities:**

* Instructing French and German patent attorneys to prepare translations of the claims 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 clients
* Entering charges, preparing invoices, E-Billing and uploading invoices and LEDES files to online portals
* Preparing grant estimates

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:

* 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

**Person specification:**

The successful candidate will have:

* Knowledge and experience of the Rule 71(3) EPC and 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