

IP Services Administrator

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Company: Madison Pearl

Location: Dubai

Category: other-general

Utilise tools within an intellectual property database to prepare trade mark, patent and design application forms and other routine English language documentation relating to the filing and prosecution of trade mark, patent and design applications. Organise the translation of correspondence between Clyde & Co and the Trade Marks and Patent Office (i.e. arranging for letters from the Office to be translated into English and for letters from the firm to the Trade Marks of Patent Office to be translated into English and Arabic). Liaise with case handlers to prepare routine letters and documents (based on precedents). This will include, for example, trade mark approval sheets, Powers of Attorney and standard letters instructing corresponding agents and reporting to clients. Management of original documents Make telephone calls to the Trade Marks and Patent Offices. Accurately enter data into the trade mark database. Take responsibility for the quality of all work produced. Effectively monitor all case deadlines. Provide cover for team member absences Ad hoc duties as direct by IP Operations Manager

Key Requirements: Education up to high school level or equivalent; degree desirable; Previous administration experience gained within professional services; trade mark or patent administration experience desirable; Excellent written and spoken Arabic and English Exceptional attention to detail; Excellent organisational skills; Ability to work in a team – the role will involve working as part of a team of administrators and receiving instructions from paralegals and case handlers; Ability to multi-task; Ability to prioritise a very busy workload and work effectively under pressure; and Ability to work to tight case deadlines and take a proactive approach to work.

#J-18808-Ljbffr

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