

<b>Job Title</b>	Patent Administrator
<b>Located</b>	Cambridge
<b>Reports to</b>	Office manager

**Help shape the future of intellectual property.** Marks & Clerk LLP is the leading and largest firm of Patent and Trade Mark attorneys in the UK with over 60 partners and 350 employees. Our attorneys are highly skilled in all technical fields. We have 8 offices in the UK: London, Oxford, Cambridge, Birmingham, Manchester, Edinburgh, Glasgow and Aberdeen.

### Role Purpose

The Patent Administrator is responsible for providing general secretarial and administrative assistance in order to support the fee earners in providing a timely and efficient service. This will include assistance with case management and patent formalities, to ensure that patent applications and official actions are responded to within the statutory timescales.

### Principal responsibilities

General responsibilities will include:

- Producing correspondence, specifications, text and other written material from rough drafts, corrected copies, voice recordings, dictation or previous versions, using appropriate Office tools
- Carrying out general administrative duties including filing, copying, room booking, phone answering and providing occasional reception cover
- Setting up new client records on the Intellectual Property management system (Inprotech), diarising any deadlines, and working proactively with fee earners to ensure work is completed on time
- Requesting extensions as required by the fee earner and updating changes to deadlines on Inprotech
- Creating, ensuring sign-off and sending standard letters/documents (including reminders) to clients
- Assisting fee earners in managing the collation of documents on the file; collating and managing evidence; dealing with the necessary photocopying; collating exhibits to comply with formal requirements and preparing exhibit sheets as required
- Ensuring all associated disbursements and service charges are properly recorded into the billing management system

This role may also encompass various roles designed for our specific business workflows:

- Filing – preparing and officially filing Intellectual Property Rights (IPR) applications, instructing foreign attorneys and arranging for associated fees to be paid
- Post Filing – obtaining and submitting all documentation required to progress a filed application
- Information Disclosure Statement (IDS) – gathering and collating prior art documents and then forwarding to patent office or foreign associates

### Technical knowledge, professional qualifications and experience

The successful candidate will have:

- Previous secretarial experience ideally within a professional services environment
- IP experience (preferred but not essential)
- Good typing skills including audio and copy typing
- Good IT skills – including MS Office and Outlook
- Experience of a document management system (preferred but not essential)
- Billing experience (desirable)

In addition, the successful candidate will be able to demonstrate:

- Strong written and verbal communication skills
- A self-motivated and pro-active attitude
- A methodical approach with excellent attention to detail
- Good organisation and prioritisation skills
- The ability to work under pressure and to tight deadlines
- The ability to work independently and as part of a team

### Remuneration and benefits

- Competitive salary dependent on qualification and experience
- 26 days' annual holiday plus statutory holidays
- Contributory pension scheme
- Life assurance
- Private medical insurance (after 12 months)
- Permanent health insurance (after 12 months)
- Reimbursement of membership fees to professional bodies required for the role