

Trade Mark Paralegal – Liverpool

The Firm

Forresters IP LLP is a leading full service intellectual property firm with an international client base. We have offices located in Birmingham, Liverpool, London and Munich. Since being established in 1884, we have grown from a regional firm into an international practice. Despite our long history we are a young firm with a fresh approach to our clients' requirements and employee career progression. We are rated as one of the leading intellectual property firms in the UK.

We have a strong trade mark team with a proactive approach to portfolio protection and maintenance, with expertise in all areas. We handle all aspects of establishment, use, registration, maintenance and enforcement of trade marks.

The Role

We are currently looking to recruit a Trade Mark Paralegal to join the TM team in our **Liverpool** office. The successful candidate will provide a support service to all Forresters Trade Mark fee earners.

Primary Duties

- Making up new cases, and updating entries on computerised records
- Conducting Trade Mark database searches and compiling search reports
- Dealing with trade mark post
- Preparing responses and reminder letters to clients on Trade Mark matters
- Handling assignment recordals, changes of name, mergers, reclassifications and changes of client/representative
- Preparing cost estimates for clients
- Preparing and filing trade mark applications
- Preparing trade mark schedules
- Handling prompt lists and proactively dealing with deadlines
- Monitoring WIP, preparing draft bills, dealing with accounts, billing and invoice enquiries
- Handling UKIPO/EUIPO notifications
- Handling client enquiries
- Providing general support to TM Partners/Fee earners
- General duties commensurate with position
- Liaising with renewals department to oversee trade mark renewals

Secondary Duties

- Covering for absence of renewals paralegal, including dealing with trade mark renewals
- Typing support, as necessary

The job description is not an exhaustive list of all the tasks and the role might include additional duties associated with running of the Trade Mark department.

The ideal candidate will be capable of working both independently and as part of a team, and have proven organisational skills and excellent oral and written

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communication skills. You will possess a commitment to quality and attention to detail. A high level of accuracy is essential.

This is an opportunity to play an important role in a successful department, and career advancement prospects are excellent for the right candidate.

Candidates should have previous experience in a similar role and be proactive and cooperative with a flexible approach to covering various tasks as needs dictate.

Start date

Immediate but we will consider notice periods for the right candidate.

The Package

From starting:

- An attractive and competitive salary based on experience
- A pleasant, supportive and friendly working environment
- Flexible working – core hours and hybrid working
- 35 hour week
- 26 days annual leave, increasing by one day with each complete year's service, to a maximum of 31 days, in addition to bank holidays
- Life Assurance cover
- Employee Assistance Programme
- Mutual pension contribution of up to 5%
- Smart casual dress code
- 'Giving Something Back' - a paid day off once a year to volunteer at a charity of your choice
- Discounted gym membership
- Access to our 'Benefits Hub' which provides discount codes or money back on different websites
- Social events

After successful completion of probationary period:

- Health Cash plan
- Cyclescheme
- Season Ticket Loan
- Enhanced family friendly benefits

Our culture is very supportive and friendly; we have monthly lunches that serve as an opportunity to get together and strengthen our 'one team' value. Our employee led and established Equality and Diversity Group have been instrumental in bringing about some wonderful initiatives and we are proud of the work they have been doing. By joining us you will be encouraged to develop as an individual and be valued for the skills you bring.

Forresters is an Equal Opportunities employer and are committed to promoting equality, diversity and inclusivity in the IP profession, which is why we have signed up to the IP Inclusive Charter.

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To apply, please send your CV and a cover letter to careers@forresters-ip.com by 5th February 2024.

Two mandatory pieces of information to include in your application:

- state in the cover letter your salary expectation
- if you have the permanent right to work in the UK.

Please note that we reserve the right to bring forward the closing date in the event that we receive sufficient applications. If you haven't heard from us within four weeks of the closing date, please assume that your application has been unsuccessful on this occasion, and we wish you well in your job search.