
Junior Patent Renewals Administrator

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 modern 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.

The Role

We are currently looking to recruit a **Junior Patent Renewals Administrator** to join our **Liverpool** office. This is a full time, permanent role.

The purpose of this role is to provide a support service in a highly independent role which shall involve all aspects of patent renewals administration and will be reporting to the Records Team Leader and Operations Manager.

Duties and Responsibilities

- Monitoring and maintaining existing renewal dates on computerised records (Inprotech)
- Corresponding directly with the clients - sending reminders, acknowledgments, bills, and renewal certificates
- Dealing with any internal and external enquiries relating to the renewals process
- Dealing with official communications from IPOs and foreign agents – extracting, docketing, and checking renewal deadlines
- Intellectual Property Office duties, including processing UKIPO/EPO/EUIPO communications, payments, correspondence and enquiries relating to renewals
- Using third party renewals service provider – handling payments and queries using the dedicated online portal
- Dealing with incoming paper post, scanning in, and saving to the document management system (DMS)
- Handling prompt lists and proactively dealing with the deadlines
- Preparing schedules and client portfolio renewal reports
- General duties commensurate with position

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

To be successful

You will be capable of working both independently and as part of a team and have proven organisational skills and excellent oral and written communication skills. You will possess a commitment to quality and attention to detail. A high level of accuracy is essential.

You must also be proactive and cooperative with a flexible approach to covering various tasks as needs dictate. Though not essential, at least 1 years' experience in a similar, deadline driven role would be advantageous. Those qualified to degree level, or a new graduate would be an advantage but is not essential. Finally, it is not essential that you have a background in intellectual property, to be considered for this role.

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

Start date: Immediate, but notice periods will be considered for the right candidate.

The Package

From starting:

- Competitive salary
- A pleasant 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 years' 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% (salary sacrifice option is available)
- 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 is committed to promoting equality, diversity and inclusivity in the IP profession, which is why we have signed up to the IP Inclusive Charter.

To apply, please send your CV and a short cover letter to careers@forresters-ip.com by **Friday, 12th July 2024**. Please state in the cover letter your salary expectations and confirm if you have a permanent right to live and 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.

Please strictly no agencies.