

Patent Paralegal full or part-time (60-100%)

In view of the dynamic growth of our client portfolio and the trust of our clients in the high quality of our services we are looking for an experienced and motivated Patent Paralegal to join our Team at the earliest possible date.

We are offering a permanent position, preferably with our office in Berlin (Mitte), Germany. There is the option to work partially from home, and for candidates not residing in the Berlin area we will also consider full-time home office work.

WE OFFER:

- An interesting and broad spectrum of tasks
- High flexibility in scheduling the working hours
- Pleasant, uncomplicated working atmosphere
- Central location (near Alexanderplatz) with very good transport accessibility

YOUR TASKS:

- Formal processing of patent, design and trademark applications
- Maintenance of electronic files
- Managing and administration of deadlines
- Corresponding with national and international clients

YOUR PROFILE:

- Formal qualifications as a patent paralegal
- Several years of relevant professional experience
- Working proficiency in English – solid German knowledge is an advantage
- Confident with MS-Office applications
- Willingness to communicate using electronic media
- Reliable, able to work independently
- Client- and team-oriented

Have we caught your interest? Then we look forward to receiving your application by e-mail.

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