

On behalf of one of our clients, an IP firm based in Geneva, we are seeking a:

Trademark Paralegal

Responsibilities

- Manage trademark portfolios
- Prepare and file trademark applications and renewals as well as trademark prosecution
- Record assignments, maintain electronic and hard copy files
- Manage deadlines
- Update general information

Profile

- Commercial CFC, with a Paralegal certification or equivalent diploma
- At least 8 years' experience in a similar position, ideally with several jurisdictions
- Fluency in French and English is mandatory, knowledge of German or Russian is an advantage
- Knowledge of the Patricia database is an asset
- Excellent computer skills, especially with Excel
- Strong organisational and time-management skills
- Analytical mindset, attention to details
- Solid communication skills
- Proactive, with a "can-do" attitude
- Ability to prioritise assignments

Consultant: Martine Gauderon Alec

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