

POSITION DESCRIPTION

IP (Patent) Paralegal

Position Title	IP (Patent) Paralegal
Department	Global Intellectual Property
Position Type	Full Time - Permanent

Role Summary

We are looking for an IP (Patent) Paralegal to join our highly-regarded team at Baker & McKenzie Global Services, Belfast.

The successful applicant will be responsible for providing high quality specialist support on IP matters with a particular focus on recordal projects.

We are looking for someone to join the team who has a very strong work ethic and a genuine interest in working in this area of law.

The Firm

Baker & McKenzie is a truly global law firm. We have more offices in more locations than any other law firm and most of our work has an international dimension. With 12,000 people in 47 countries, few other firms can claim to be so multi-national.

Yet big does not mean impersonal. One of the things you'll notice about Baker & McKenzie is our culture. We call it Fluency, which describes how we work, think and behave when we are at our best. Every person in the firm is measured not just on the basis of how they perform but how they perform in this culture.

And, because we have no global head office, at the local level we can offer you the best of both worlds: the work, pride and experience of being part of one of the world's leading law firms but in a local office environment that is friendly and supportive. No matter what the role or level, our strategy is to encourage and support every Baker & McKenzie person to fulfil their potential.

Our Belfast office is a centre of excellence and focuses on providing high quality legal services to the Firm's clients around the world, and business and administrative services to our many offices and practice groups.

Responsibilities

Managing global patent recordal projects:

- Assisting to produce cost estimates for clients to undertake a recordal project using our "cost calculator" tool.
- Adapting standard procedures and work-flows vis-a-vis our offshore support centre in Manila to suit individual client and project requirements.
- Managing overall project delivery by supervising Manila team and being first point of contact for any queries they need to escalate.
- Keeping oversight of project to ensure it completes on time and on budget.
- Drafting documents (where outside the scope of the routine work performed in Manila).
- Liaising with clients
- Trouble-shooting

- Checking status reports produced by Manila for client and supervising London team-leader.
- Liaising with central know-how team in Singapore/Manila to keep recordal database up-to-date with any country-specific changes
- Supervising trainees working on such projects.

Assist patent clearance and freedom to operate studies:

- Conducting patent research via PTO and private databases.
- Performing preliminary patent searches, requesting comprehensive search reports from agents/search vendors and performing Internet investigations regarding search results.

Assist with global patent prosecution projects:

- Preparing U.S. patent applications, affidavits and renewal applications. Filing routine documents with USPTO, mostly electronic.
- Responsible for conducting preliminary prosecution for US and foreign patent applications, and performing other paralegal duties to support the patent group.
- Preparing correspondence to associate law firms, foreign associates and/or clients.
- Maintaining and monitoring patent database for deadlines and status checks. Communicating with attorneys and clients regarding upcoming deadlines.
- Reviewing incoming correspondence from patent offices and foreign counsel, updating deadlines and following up as necessary.
- Reviewing and processing foreign associate and vendor invoices.
- Assisting on due diligence reviews of portfolio status.
- Working with attorneys preparing evidence on enforcement and prosecution matters.
- Opening new matters for tracking purposes.
- Other project management tasks as required from time to time.

Job Holder Requirements

Essential Criteria:

- Bachelor's or Masters Degree in Law (2.1 preferred)
- Previous patent paralegal experience, ideally within a corporate/commercial law firm
- Advanced in Microsoft Office applications and online research tools (Intermediate Excel and Word is essential).

Technical & Personal Skills:

- A positive team member and active contributor in a team environment
- Excellent organisational and problem solving skills
- Confidence to liaise with people globally, at all levels of the firm
- Ability to work to tight deadlines and manage own caseload
- Outstanding attention to detail and strong prioritisation skills
- Excellent communication skills
- A drive to learn new material
- Flexible, adaptable and efficient work practices

Baker & McKenzie Global Services Belfast is committed to promoting diversity and inclusion for all. This is intrinsic to everything we do and underpins Baker & McKenzie's vision to be the premier global law firm. This vision cannot be achieved without harnessing the imagination and the creative problem-solving capability of talented people whatever their background. Our unique international culture is reflected in the drawing together of a worldwide family of individuals from diverse cultures and backgrounds in all of our offices.

The Belfast office mirrors the wider firm in encouraging the best people, regardless of race, religion or belief if any, gender, gender identity, disability, sexual orientation or age, to fulfil their professional aspirations with us so as to create an exciting and diverse legal environment.