

Patent Secretary

Purpose: To provide full secretarial, PA and administrative support.

Key Responsibilities / Accountabilities:

- Full secretarial support including all typing and administrative duties
- Fast, accurate audio typing using an electronic audio system for the production of letters, patent specifications and, in particular, claims sections thereof
- Organising electronic diaries, prioritising appointments, and reminding of deadlines as necessary
- Organising and prioritising workload and keeping a level-headed approach in a busy working environment
- Preparation of official forms for UK, European and International Patent applications and some foreign patent applications
- Filing UK, European and International patent applications using standard procedures, including preparation of internal forms and memoranda on a cover basis
- Arranging UK and foreign travel (arranging travel, visas and accommodation)
- Dealing with incoming email, faxes, and post, often corresponding on behalf of manager
- Proof reading work thoroughly before returning it
- Diarising Attorney's files
- Maintaining local computerised records and liaising with Records & Renewals department
- Taking accurate and detailed telephone messages
- Screening phone calls, enquiries, and requests, and handling them when appropriate
- Accurate and daily maintenance of filing system
- Producing documents, briefing papers, reports, and presentations
- Managing and submitting expenses for processing
- General administrative support to the team as a whole where necessary

This is not an exhaustive list of responsibilities, and you may be required to undertake duties outside of this list where necessary to ensure the needs of the business are met.

Person specification:

The successful candidate will have:

- Patent administration experience is preferred
- The desire to learn and a willingness to become involved in the work
- Demonstrable experience of communicating effectively with staff of all levels and clients
- A proactive approach to work and the ability to think on their feet
- Demonstrable experience of prioritising a heavy workload and managing time effectively
- Demonstrable experience of multitasking and forward planning
- Excellent organisational skills
- The ability to manage Attorney's emails, judge urgency, and action as required
- A track record of generating standard procedures and templates for repeat tasks

Hours and basis:

We are currently recruiting for four patent secretaries. There are three permanent positions available as well as one fixed term contract of 13 months to cover a period of maternity leave.

The roles will ideally be a full-time positions, although for one of the permanent roles we are happy to consider those looking on a part time basis of 28 hours or more.

Location is flexible for each position and can be based in any of the following Withers & Rogers UK offices: Bristol, Leamington Spa, or Sheffield.