

## Senior Intellectual Property (IP) Paralegal

Sedin is an IP boutique firm based in Geneva.

In the frame of the development of our activities, we are looking for a Senior IP Paralegal to provide paralegal support to the IP Lawyers and to our clients.

### **Key responsibilities**

- Handling trademark, design and patent registration process from filing to grant under the supervision of the IP Lawyer in charge
- Trademark and design filings at WIPO, IPI and through outside counsels
- Dealing with objections issued by WIPO and IPI based on relative or absolute grounds
- Filings of applications for registration of changes, licenses and assignments for Swiss trademarks and International trademarks
- Handle trademark, design and patent renewals
- Initiate trademark clearance, analyze results and prepare reports as to the availability of trademarks for the registration and use, make recommendations to the IP Lawyer
- Preparing draft oppositions and replies to oppositions, handling negotiations with third parties (agreements, undertakings, letters of consent etc.)
- Watching publication of competitive trademarks, report to clients and respective oppositions if necessary
- Arrange various internal trainings for IP Paralegals
- Assist in handling the network of outside counsels
- Maintain and improve the trademark administration system
- Ensure administrative support as requested

### **Profile**

- Commercial CFC degree, paralegal certification is a plus
- At least 10 years' experience as an IP paralegal in a law firm specializing in IP rights and/or in an IP department of a company
- Sound knowledge of trademark practices
- At ease with office IT systems and new technologies
- Fluent in English and French, other language is a plus
- Rigorous, autonomous and proactive
- Highly organized and detail-oriented
- Very good in setting priorities and ability to multitask
- Excellent communication and interpersonal skills, team player

**Entry date:** immediate vacancy