



Patents Administrator

Purdy Lucey is one of Ireland's leading firms of Patent Attorney's offering a range of Patent, Trademark, Copyright and related professional services to clients in the areas of Life Science, High Tech, Engineering, Material Science, Medical Technology and Food Technology.

Our broad client base represents private and public companies, research institutes and individuals each of whom are pioneers in their field. They are achieving global recognition, pushing the boundaries and developing groundbreaking patents.

Our team is expanding, and we are looking to fill some key roles within the business.

Patents Administrator – Flexible Hours

Whilst experience in Intellectual Property would be ideal, this role would really suit you if you have a minimum of 2 years office administration or secretarial experience in a professional services business.

You will have excellent organisational skills and an excellent working knowledge of Microsoft. You will be comfortable to learn and work with new IT packages (don't worry, we will teach you first). Our work is conducted via a case management CRM system, so experience in using either case management and CRM is a requirement.

Sounds interesting ? Read on....

As a Patent Administrator, you will be responsible for handling a full range of patent formalities from filing through prosecution to grant. You will be part of the team that enables our clients patent their work.

Using an OLF online filing portal, you will submit UK, EPO and PCT applications. This is in addition to instructing foreign filings and managing the associated formalities.

The management of our patents diary (submission dates, renewals etc) is a key aspect of this role for which you will also have responsibility.

Full training will be provided to ensure you have all the tools and knowledge to fulfil this role and grow within the practice.

The right candidate will also benefit from the flexible working arrangements that come with this role, exceptional remuneration and package depending on experience.

Please send your CV in the strictest of confidence with a covering letter to directors@purdylucey.com