

DeltaPatents is looking for an enthusiastic and versatile

# Patent Administrator | Formalities Officer | Paralegal

**Would you like to use your skills in a small patent law firm offering flexibility, short communication lines, and opportunities for further development?**

**Then join us as a Patent Administrator at DeltaPatents and become part of a team delivering high-quality patent services to clients ranging from start-ups to multinationals.**

*DeltaPatents is a small patent law firm located in Eindhoven and a leading training institute providing courses in patent law and procedure to students throughout Europe.*

*Within DeltaPatents, we are a team of 16 dedicated professionals with a collaborative mindset and an informal atmosphere. Our core values are to collaborate on providing professional patent services and building strong relationships – both internally and with our clients and collaboration partners.*

## THE JOB

You become part of a team of five patent administrators collaborating with our patent attorneys to provide the best possible service and advice to our clients and to ensure that we meet time limits and legal requirements in relation to patent authorities. Your responsibilities will include:

- handling administrative and formal matters in all aspects of patent procedure before and after grant
- correspondence with clients, patent authorities and international collaboration partners
- docketing correspondence and time limits
- managing time limits for yourself and the involved patent attorney
- supporting patent attorneys to enable efficient and high-quality work
- invoicing

Part time and/or hybrid working arrangements are possible.

## ABOUT YOU

Ideally, you are already certified as a Dutch Formalities Officer and/or European Patent Administrator. If you are not yet certified, you are motivated to become certified and have a relevant educational background or work experience enabling you to operate at bachelor level, for example an educational background corresponding to bachelor (HBO) level or MBO level combined with relevant work experience. Experience as a legal secretary or paralegal would also be a highly relevant background. In addition, you:

- have strong communication skills in English and preferably also in Dutch.
- work in a structured, accurate and detail-oriented manner.
- are engaged, responsible, service-oriented and flexible.
- have a collaborative mindset.
- are comfortable with MS Office and generally IT-literate (user level).

## How to apply

If this role sounds interesting to you, we look forward to receiving your application and CV by email at [job@deltapatents.com](mailto:job@deltapatents.com) and [tanja.lacour@deltapatents.com](mailto:tanja.lacour@deltapatents.com). Applications are reviewed on an ongoing basis, with a view to prompt recruitment.

If you have any questions, you are welcome to contact the manager of IP support, Tanja la Cour Hoekstra, via the above-mentioned email addresses or phone at 06 868 497 10.



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