



Schröder

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IP Assistant – Liège (Belgium)

Schröder is looking for a detail-oriented, highly motivated IP assistant, eager to support our IP team. You'll get the opportunity to handle intellectual property issues as well as assist and interact closely with your peers in Research, Development, Design departments and external IP law firms.

The IP Assistant ensures coordination of Schröder's IP portfolio, is responsible for tracking the progress of IP rights proceedings, completing checklists/databases and ensures the follow-up of all IP files in close collaboration with the IP Manager.

Missions

- Management of **IP administrative formalities**, handle formal documents including Powers of Attorney, Assignment forms, Inventor declarations and manage legalizations, support and coordination of the Inventor Remuneration Program.
- **Support and ensure coordination of filing and registration** of patents, trademarks, copyrights, designs, i-depots, softwares in collaboration with in-house stakeholders and external firms.
- Ensure **maintenance of electronic and paper docketing and management systems**, including emails, trademarks, designs, softwares, patents, invention disclosures, oppositions, competition monitoring databases, with a high degree of accuracy.
- **Management of deadlines** for filing, geographic extension, examination, prosecution, issuance and maintenance of IP rights procedures and for oppositions procedures. Ensure deadlines are met and dockets of all matters are up to date.
- **Review external IP law firms correspondence**, process incoming letters and emails, extract relevant information, ensure accuracy of information, enter new cases and new due dates into internal database and monitor actions due and deadlines.



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- Support IP manager in dealing with incoming **invoices and IP budget** planning and follow-up.
- Coordinate payment of **annuities, maintenance, renewal fees**.
- Drafting of letters, **IP reports, IP overview, IP litigations**.
- Coordinate **IP committee** meetings and other IP meetings to include agenda and minutes of meeting and ensure follow up actions.
- **Ensure coordination between IP manager, in-house stakeholders and external IP law firms** to provide appropriate instructions and ensure all due dates are satisfied and all related formalities are dealt with on time.
- Be one of the **ambassador of the IP department within the company**. Promote IP awareness on your daily interaction with the rest of the company.
- Support and coordinate the review and proper use of **IP right notices** in corporate brochure, websites, instruction for use.

Education / Experience

- Bachelor degree preferably in sciences, law, paralegal or administrative studies
- Experience in Industry, preferably in R&D, is a plus.
- General knowledge of administrative procedure in IP is considered as an asset but is not essential.



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Required Skills

- Fluent in French and English.
- Ability to handle multiple projects under limited supervision.
- Work well independently.
- Team spirit.
- Rigorous.
- Accuracy, precision.
- Proactiveness.
- Curiosity.
- Critical mindset.
- Excellent organizational skills.
- Cooperate and demonstrate flexibility when facing change.
- Excellent communication (both written and verbal) and interpersonal skills.
- Ability to handle confidential/sensitive information.
- Proficiency with Microsoft Office (e.g. Word, Excel, Powerpoint, Sharepoint). Knowledge of IP docketing and management systems is a plus.

Interested? Send an e-mail to jobs@schreder.com