

Trade Mark Administrator

Ashurst IP/Media Team - Sydney or Brisbane

Recruitment

About Ashurst	<p>Ashurst is a leading progressive global law firm with a rich history spanning more than 200 years. We are proud of our history and are future-focused, having expanded into new technologies through our NewLaw division, Ashurst Advance, and our consulting arm. Our in-depth understanding of our clients and commitment to providing excellent standards of service have seen us become a trusted adviser to local and global corporates, financial institutions and governments in all areas of commercial law. To find out more please visit www.ashurst.com.</p>
Job overview	<p>We are looking for a motivated and client focused trade mark administrator with very strong attention to detail, commitment to client service and excellent communication skills.</p> <p>Main Responsibilities:</p> <ul style="list-style-type: none">• Preparing and filing trade mark applications, oppositions and removal actions in Australia and New Zealand• Preparing filing instructions to overseas agents• Reporting trade mark acceptance and advertisement• Reporting trade mark certificates of registration• Trade mark renewals• Drafting letters and email correspondence to clients and agents• Maintenance of trade mark database and deadlines• Routinely reviewing files to determine action to be taken• Preparation of trade mark schedules• Reviewing and actioning incoming trade mark correspondence• Trade mark searches and trade mark watch services• Working closely with partners, lawyers and other administrators in the team located across several offices• Risk and Control: Ensure that all activities and duties are carried out in full compliance with our regulatory requirements and internal policies.

Essential skills and experience	<ul style="list-style-type: none">• Trade mark administration or paralegal experience with a focus on applications, prosecution, renewals, oppositions, non-use and similar actions in Australia and overseas• Proven experience maintaining a trade mark database and monitoring and managing critical deadlines• Excellent communication skills, both written and verbal• Strong attention to detail and ability to work well under pressure• The ability to be team-focused and also work independently• A proactive positive and energetic approach with a commitment to providing excellent client service and support to the IP team
Background checks	<p>In order to comply with regulatory and client requirements, Ashurst will undertake appropriate vetting of staff. When applicants accept a job offer, Ashurst, alongside a specialist provider, will undertake professional verification and background checks. These checks are only undertaken with consent, and in accordance with our legal and regulatory obligations.</p>