

# Senior Trade Mark Administrator

## Intellectual Property (BBIPS) - London

### *The opportunity*

Our Brand Management team are seeking an experienced Senior Trade Mark Administrator to join this growing practice area.

You will have been exposed to trade mark formalities and administration activities in all areas of the job description shown below. You will have worked within a team environment servicing large multi-national trade mark portfolios and be accustomed to working to tight deadlines with each of IPOs, overseas law firms/trade mark attorneys, internal and external clients.

We would expect the successful candidate to have gained similar experience in a law firm or Trade Mark Attorneys. CITMA qualification and experience of WebTMS (IPPO) will be advantageous.

### *The firm*

Bird & Bird opens up a world of possible for lawyers everywhere. Here you can advise major enterprises and high-growth businesses on matters that are often transformative in nature, and alongside people who are truly collegiate in the way they work with everyone at Bird & Bird. We are one international firm, where over 70% of our work involves teams from across our firm. And that is only going to increase. It is this common purpose and shared approach that makes for a more productive, and collaborative place to work.

### *The team*

Our Intellectual Property team is consistently ranked as band 1 in both Legal 500 and Chambers and Partners. We have one of the largest IP teams in London with c.80 lawyers with unparalleled contentious and non-contentious capabilities in relation to all IP rights; trade marks, patents, copyright and database rights, confidential information and data privacy. We advise on IP protection, enforcement, strategic management, valuation and monetisation of brand portfolios. Because of our broad remit our clients are an eclectic mix of the diverse and traditional.

Internationally Bird & Bird has over 350 IP lawyers, attorneys and legal professionals across our 30 offices, meaning we're all on the same page and offer consistency and quality that runs through all levels of seniority.

### *Our promise*

Bird & Bird is committed to maintaining an inclusive working environment and we are an equal opportunities employer. We will actively support and supervise your professional development. For those with the necessary energy and ability, we will ensure that the firm is a first-class platform on which you can develop into an industry leader. We support an agile working environment and are happy to discuss flexible working.



## What you'll do

- Provide support to new or ongoing trade mark projects which may include portfolio onboarding, co-ordination and management of international recordal and renewal projects.
- Review incoming and outgoing correspondence to identify key information, statutory deadlines, timetables for future activity/requirements and other docketing details and updating client's IP software database accordingly.
- Assist with due diligence and data audits related to trade mark and IP portfolios, including auditing of data from national IPO, local associates and other commercial databases.
- Prepare and file application forms with related documentation for filing trade marks; designs; renewals; assignments; licenses; changes of name and other title details.
- Maintain documentation, maintaining and updating our internal sites/shared drives, chasing third parties or internal colleagues for information/updates, helping trade mark projects to progress towards milestones.
- Implement standard system generated documents including letters, forms and reports for global Bird & Bird offices.



## About you

- Previous Trade Mark Administrator or Trade Mark Paralegal experience gained in a law firm or Attorneys.
- CITMA qualification (desirable)
- Working knowledge of WebTMS (IPPO) or another similar trade mark system.
- Good technical document management skills, including Word, Excel and PowerPoint, with the ability to take complex documents and present simply and concisely.
- Excellent written and oral communication skills, with good attention to detail.
- An ability to stay calm in demanding situations in particular when the fee-earners are operating under pressure.
- Strong organisational skills.
- Proven ability to deal with confidential matters.

### In addition, we expect candidates to demonstrate:

- Ownership and responsibility for individual tasks and their own development.
- A willingness to learn from other members of the team and contribute towards business.
- Collaborative approach with excellent communication and interpersonal skills.
- An ability to build strong working relationships, both internally and externally, where applicable.
- Keenness to work in a challenging, team-based environment with flexibility regarding working hours.



The main responsibilities of this role are outlined above; however, this description is not exhaustive, and the job holder may be required to undertake additional duties from time to time to ensure the smooth running of the department. The role may require some working outside our normal working hours of 9:30am- 5:30pm.

Bird & Bird is committed to creating and sustaining a diverse and inclusive environment. We are delighted to confirm that we have recently achieved Mansfield Certification, following our successful participation in the UK pilot programme. This certification was achieved by considering at least 30% women, lawyers from underrepresented racial/ethnic groups, lawyers with disabilities and LGBTQ+ lawyers for at least 70% of UK fee earner and leadership positions. We are participating in Mansfield Rule UK 2.0 and continue to work towards ensuring a diverse pool of candidates are considered our roles, in line with the Mansfield Rule. You can read more about this [here](#).



In the event that we make an offer to you and you accept, we will conduct pre-engagement background checks, where permitted by local legislation and according to the nature of the role that may include right to work, professional and academic qualifications, criminal records, sanctions, financial stability, media, directorships and references from previous employers.

Please click below to view more detail in our Applicant Privacy Notice.

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