

		Patent, trademark, design, copyright, unfair competition law www.pronovem.com		
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Agents in Intellectual Property

More and more successful companies are becoming aware of the importance of protection in the different fields of Intellectual Property such as patents, trademarks and models, especially in R&D Departments.

The candidates will be working in a well-reputed and growing group having contacts throughout Europe. They will be given the opportunity to expand their experience, in particular in SMEs management.

With an international presence through five offices located in Belgium, France, Suisse and Luxembourg, and hiring nearly 50 intellectual property professionals - Engineers, legal experts, paralegals – *pronovem* offers a customized approach for protecting all aspect of the intellectual property field.

Required profile

Administrative assistant, translator English

For our office in Brussels

Full time function

Function

As part of the Patent Department, the candidate will fulfil the role of administrative assistant to Engineers and Legal Experts. In addition to usual administrative tasks (reporting, filing, drafting letters,...), he/she will help to set up day to day organisation – and this at a high level.

Profile

The candidate has reached at minimum a master level in a general domain or preferably a degree in translation. He/she should have strong organisation and administrative skills, be computer literate (Windows tools). He/she is a native French or Dutch speaker having a working command of English and/or German. He/she feels comfortable working independently and can conduct him/her with the greatest discretion. Knowledge of Legal matters or similar skills is an advantage.

Place of interest: Brussels (Berchem-St-Agathe)

Timing

Immediate availability of the candidate will be taken into consideration.

Salary package

Pronovem offers a salary package in line with current market conditions. The remunerations includes a base salary based on experience, meal vouchers, transportation allowance, pension scheme and optional medical insurance.