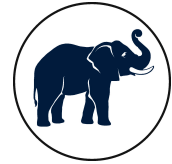


# BRAND PROTECT



SUITE B, 2<sup>ND</sup> FLOOR, ROWOOD HOUSE, MURDOCK ROAD,  
BICESTER, OXFORDSHIRE, OX26 4PP, UNITED KINGDOM

Tel: +44 (0) 1869 369 701

E-mail: [advice@bptm.co.uk](mailto:advice@bptm.co.uk)

Fax: +44 (0) 1869 369 874

Web: <http://www.bptm.co.uk>

## JOB DESCRIPTION

### PARALEGAL / TRAINEE TRADE MARK ATTORNEY

#### BRAND PROTECT LIMITED

Brand Protect is a well-established legal services firm that specialises in trade mark law. The firm is based in Bicester, Oxfordshire - near Oxford. We have a vacancy for a trade mark paralegal or trainee trade mark attorney.

At Brand Protect, we represent some of the largest companies in the world and help them to develop and protect their brands globally. Our reputation draws on specialist expertise in intellectual property law combined with in-house company experience. Consequently we work closely with many long-standing clients to align their trade mark and other intellectual property with their commercial strategies. We offer some of the best training opportunities in trade mark/IP law and, as a small business, we are able to adapt these to fit with personal circumstances, and/or colleagues' career ambitions.

In the role, you will be responsible for providing a broad range of trade mark advisory and support services, including the management of searches and filings, prosecution and oppositions for the trade mark portfolios, and supporting our trade mark lawyers. You will have the opportunity to become involved in all aspects of trade mark administration and, if you wish to develop your career in that direction, the formulation of IP strategies and further legal training.

This is the ideal role for someone keen to:

- Make a strategic move to one of the best established specialist trade mark firms in the UK,
- Gain experience in a progressive and growing business, or
- Expand their existing knowledge of the intellectual property industry.

#### KEY RESPONSIBILITIES:

- Instruction and management of identical and full trade mark searches, analysis and collation of results for reporting to our clients
- Instruction and management of trade mark filing and prosecution for brands under your guardianship including, where relevant, use of the Madrid and other trade mark filing protocols.
- Management of trade mark watching service for our clients, review and analysis of watch results, and identify appropriate actions (through opposition where necessary).
- Maintain and update our proprietary database of trade marks for all search, filing and opposition matters for clients.
- Support the management and development of good working relationships with our agent network.

- Participate in training sessions and updates on trade mark protection and enforcement.
- Collaborate with the team to perform other tasks as required.

#### QUALIFICATIONS

- A good law degree from a university in law, or a university degree and a postgraduate qualification preferably in IP law.

#### KEY REQUIREMENTS - preferably, suitable candidates will:

- Be qualified in the practice of trade mark law or, for a trainee, be committed to gaining such a qualification.
- Have prior experience as a specialist paralegal or legal administrator either 'inhouse' commercially, or a major law firm; preference will be given to those with expertise in international trade mark practice.
- Be an excellent team player with exemplary interpersonal skills.
- Have faultless oral and written English communication skills, as well as an attention to detail.
- The ability to work confidently within a small organization and to work well under pressure.

We pride ourselves on having a high performing and collaborative culture where we offer support and development to enhance your career and develop your knowledge and skills.

In return for your commitment, drive and enthusiasm, we offer an attractive benefits package.

#### LOCATION

Bicester, Oxfordshire

#### DEADLINE

Please apply with a covering letter and current CV sent to [advice@bptm.co.uk](mailto:advice@bptm.co.uk) by 5pm on **26 August 2018**.