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## Patent Formalities Officer

### Leiden, The Netherlands

Johnson & Johnson, through its operating companies, is the world's most comprehensive and broadly-based manufacturer of health care products, as well as a provider of related services, for the consumer, pharmaceutical, and medical device markets. We strive to provide scientifically sound, high quality products and services to help heal, cure disease and improve the quality of life.

Thriving on a diverse company culture, celebrating the uniqueness of our employees and committed to inclusion. Proud to be an equal opportunity employer.

Are you an experienced Patent Formalities Officer, do you want to be part of an enthusiastic and ambitious team and are you looking for an exciting job in an international environment? Don't look any further.

We are looking for a Patent Formalities Officer for Janssen Vaccines and Prevention in Leiden. Together with the team consisting of a secretary, formalities officer, patent information specialist and 4 patent attorneys you will be responsible for all administrative aspects of the patent procedure both in-house and externally.  
Responsibilities

You monitor and facilitate the patenting process. You are responsible for executing all formal requirements during the patenting filing and prosecution, for example drafting assignment agreements, filing patent applications and coordinating required notarization or apostilles. You correspond with our worldwide network of agents and with local patent offices. Next to this, you are responsible for monitoring and registering all actions from our world wide portfolio into our digital dossier and database

### Required Qualifications

- Certified formalities officer qualification required, or equivalent work experience
- Excellent knowledge of procedural patent law (Patent Cooperation Treaty and European Patent Convention)
- Accurate, structured, flexible and independently working teammate
- Professional level English language required, Dutch language skills are preferred

**Johnson & Johnson is an Affirmative Action and Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age or national origin and will not be discriminated against on the basis of disability.**