



Senior Formalities Officer

AkzoNobel has a passion for paint. We're experts in the proud craft of making paints and coatings, setting the standard in color and protection since 1792. Our world class portfolio of brands - including Dulux, International, Sikkens and Interpon - is trusted by customers around the globe. Headquartered in the Netherlands, we are active in over 150 countries and employ around 34,500 talented people who are passionate about delivering the high-performance products and services our customers expect.

Job Purpose

Support the Global IP Function to apply for, maintain and enforce AkzoNobel's IP rights, and to challenge the IP rights of third parties. Manage, ensure the accuracy of, and control a database containing IP data and related document management system.

Key Accountabilities

- Interpret correspondence from AkzoNobel's IP agencies around the world and from IP Offices, check and process the relevant deadlines within the IP Matter Management System (IPMS);
- Monitor and when applicable, act on upcoming IP deadlines, both internal to the IP Operations group and in the wider IP Function;
- Conduct data integrity checks of deadlines in the IPMS;
- Take care of IP formalities tasks such as requesting search and examination, paying fees, filing forms, letters and documents at the IP Offices, and instruct IP agencies to do the same. When necessary, liaise with AkzoNobel Businesses to obtain relevant information or documentation;
- Take care and manage administrative tasks relating to IP transfers and licenses, internally and with external agencies. Where necessary, generate appropriate documentation to support such tasks, such as assignment deeds, license records and powers of attorney;
- Take care of and manage administrative tasks regarding annuities, abandonments, inventor data, powers of attorney, user certificates, etc;
- Carry out data integrity checks and process IP data in the IPMS for mergers, acquisitions and divestments;
- Execute all necessary IP formalities tasks relating to mergers, acquisitions and divestments. i.e. prepare/file name changes and assignment deeds and correspond with IP agencies;

- Generate general and special IP reports and overviews for IP professionals and Senior Management;
- Maintain awareness of relevant law changes, so that the processes in use in the IP Function conform to new regulations;
- Critically evaluate current internal processes and procedures, strive to constantly improve them and assist in implementation of the same.

Experience

- Qualifications and relevant experience:
- Preferably higher professional level of education (vocational, HBO), or thinking at that level;
- 5+ years' experience as a IP support staff member, ideally in an in-house IP Function of a multinational with offices in various jurisdictions (incl. EP, US);
- Preferably a certified Patent and/or Trademark Officer; Familiar with specifics of internal IP processes and procedural requirements of IP Offices worldwide;
- Knowledgeable on formal/administrative procedures for patents, trademarks and domain names.

Required Skills

- A team player;
- Excellent spoken and written communication skills in English;
- Pragmatic, problem solving attitude and ability to adjust to changing circumstances;
- Able to work accurately, with concentration and care;
- Stress resistance: ability to work efficiently, and act calm and with confidence under pressure, even when challenged;
- Strong sense of responsibility, recognizes impact of needing accurate data and responding to deadlines in a timely manner;
- Self-motivated; able to act independently and with confidence, with minimal supervision;
- Willingness to constantly improve knowledge and skills.

Application details

We welcome your online application, reference 11715. Please sent your application by mail to Jeroen Sevenstern; Jeroen.sevenstern1@akzonobel.com. If you have any question, please feel free to contact our Talent Resourcing Partner Jeroen Sevenstern phone +31 (0)6 51706499.

Agency or sales calls are not appreciated

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age or disability.

Requisition ID: 11715