

(Senior) Patent Formalities Officer

Introduction

Are you a structured and strongly organized Senior Patent Formalities Officer with a passion for quality, processes and cooperation with colleagues including patent attorneys? If so, would you like to be part of a worldwide Formalities Officers team?

Job Mission

The Senior Patent Formalities Officer aims to provide efficient quality in driving the patent related processes within the ASML Corporate Intellectual Property (CIP) department.

Job Description

- Be knowledgeable in the field of patent procedures and share related knowledge inside and outside the Formalities Officers group (e.g. train and mentor colleagues, present in group and CIP management meetings).
- Support the patent process with a core set of administrative tasks and responsibilities (e.g., manage patent docket (e.g., registration, deadlines, agendas), handle e-mails, do filings, organize patent review meetings).
- Cooperate with patent attorneys to manage the patent portfolio (e.g. conduct weekly routine meetings to plan upcoming filings, provide support).
- Support or guide IP transfers.
- Compare, check and enter data in a intellectual property (patent) management system.
- Monitor quality checks and identify and execute quality improvements.
- Communicate with Patent Offices, national and international patent agents.
- Analyze and align patent related processes.
- Participate in and occasionally lead projects.

Education

- Completed Bachelor or Master degree.
- Certified as Formalities Officer.

Experience

Has 4+ years of experience, resulting from working:

- in the area of intellectual property, preferably patents (in private (law firm) or industrial sector),
- with an intellectual property management system,
- with MS Office (Word, Excel).

Personal skills

- Is a self-starter and has a proven track record in working in teams and autonomously.
- Has excellent spoken and written English and Dutch communication skills.
- Has a very strong pro-active attitude in execution as well as in thinking.
- Is flexible and willing to adapt.
- Has a strong focus on structure and accuracy, with attention to details.
- Is able to handle multiple priorities simultaneously.
- Has good organizational and (verbal) communicative skills.
- Has a good focus for relationship management and expectation management.
- Is familiar with working in a complex environment with multiple stakeholders (e.g., attorneys, engineers, managers).

Context of the position

Within ASML, the Technology sector is responsible for definition and development of products and technologies. Within the sector Technology, the Corporate Intellectual Property department is responsible to provide global intellectual property assistance to protect and support ASML's business. In particular, the department is responsible to establish and maintain a portfolio of patent rights.

The position is based in Veldhoven and is part of a team with two Team Leads and multiple Formalities Officers in Veldhoven (NL), Wilton, San Jose and San Diego (US), and reports to the Manager CIP Support & Administration who reports to the SVP & Chief IP Counsel.

Other information

A typical day at work might include:

- Developing and managing patent processes and workstreams,
- Leading or participating in projects to achieve quality or process improvements,
- Working closely together with attorneys and Formalities Officers to align on patent matters,
- Providing attorney support and executing formalities tasks,
- Creating reports for internal stakeholders,
- Contributing to the plan of approach for implementing team targets.

Full time employment is preferred for this position, whereby ASML's remote working policy applies.

Interested? Please apply with cv and cover letter detailing your motivation for taking on this role.

<https://www.asml.com/en/careers/find-your-job/2/8/2/senior-patent-formalities-officer-req28229>