

FORMALITIES OFFICER

As formality officer at DeltaPatents you will fulfil an important coordinating role wherein you work closely with our patent attorneys in ensuring a professional service to our clients. You will be responsible for all administrative aspects of the filing and prosecution of patent applications, which involves communicating with clients, patent offices and collaboration partners throughout the world.

DeltaPatents is a small company with an informal and flexible work environment with short and direct lines of communication. We have a well-functioning formality department with a collaborative culture. Since we always strive at improving, we will value your initiative and proactive mindset, e.g., with respect to making and updating procedures and knowledge-sharing with your colleagues. We offer ample opportunity of taking as much responsibility as you are willing and capable of handling but always at a pace suiting your background and ambition. During the past years, we have obtained positive experiences with working from home and we are therefore open towards such wishes. We are also flexible with respect to total amount of working hours, but prefer that you can work at least some hours on four days a week. Finally, we offer a good salary and pension plan and 37 free days per year (holidays and “verlet”).

OUR EXPECTATIONS

- You have experience in the field and you are a certified formality officer or are willing to follow our course to achieve certification
- You have completed HAVO or VWO and have a thinking level corresponding to HBO/Bachelor
- You are proactive and have a service-minded attitude
- You have a sense for details and accuracy
- You have excellent communication skills (written and spoken) and are proficient in English
- You have experience with using a patent management system and Microsoft office, and preferably you have a general flair for and interest in IT.
- You have good interpersonal skills and a collaborative mindset
- You work effectively and independently in a fast-paced environment

DeltaPatents is a patent law firm and IP training institute, which is renowned throughout Europe and headquartered in the centre of Eindhoven. Our clients range from start-ups to multinationals with a focus on high-tech. We provide a wide range of courses for patent attorneys, IP professionals and formality officers, including the training for becoming certified formality officer in the Netherlands.

INTERESTED?

Should this sound interesting to you, we look forward to receiving your application at job@deltapatents.com with “Formality Officer” in the subject. Please note that we prefer to receive your application in English. Interviews will also be partly in English. If you have any questions about the position, you are welcome to contact Tanja la Cour Hoekstra on 0686849710.

www.deltapatents.com

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