



Formalities Officer / IP Operations Officer (part time or full time)

The Hoffmann Eitle office in Amsterdam is expanding its Formalities Team and therefore looking for an experienced and forward thinking Formalities Officer or IP Operations officer.

As a minimum we require that a candidate confidently

- handles communications with patent offices, IP law firms based in other countries, clients, and internally with attorneys
- docket terms and facilitates a timely completion of tasks
- executes e-billing procedures

Preferably the candidate is equally keen on and capable of

- on-boarding new clients
- re-designing office procedures in line with the implementation of a new IPMS
- implementing new procedural legislation
- team work with other offices in the HE organization
- actively taking part in a firm wide transformation program enabling the organization to use best-of-class support systems and teams in all aspects of its operations

We expect a candidate to have a background that provides a good foundation for the role and to demonstrably have a skill set that allows for competently taking the position.

Depending on the suitability of the candidate, the function will be classified as Formalities Officer or as IP Operations Officer.

Intensive interaction with Hoffmann Eitle offices in Munich, Düsseldorf, Hamburg, London, Milano, Madrid and Barcelona is possible when a personal drive and contribution supports the operations to and from those parts of the organization.

We value a pleasant work atmosphere, offer flexibility to allow for a personally tuned work-life balance, and a remuneration that fits well with the role, the responsibilities, and the activities undertaken.

If you are interested, please send an e-mail to boardhebv@hoffmanneitle.com .