



*We're not like most. We don't just overcome obstacles – we don't see them. Instead, we see the potential in every person, and every situation. We don't wait for opportunity to appear – we create it. Meet ASM. A company that has been searching for people just like you.*

## **Who is ASM?**

ASM is a leading, global supplier of semiconductor wafer processing equipment. Our ambitious team is dedicated to delivering innovative technology solutions to the world's leading semiconductor manufacturers. We have over 2,200 employees based in 16 countries, including Belgium, Japan, Netherlands, South Korea, Singapore, Taiwan and United States. Together we work to develop Epitaxy, ALD, PEALD, Vertical Furnaces and PECVD thin-film deposition technologies for our customers. Our goal is to remain an industry leader by being ahead of what's next. We accomplish this by focusing on finding collaborative solutions to make integrated circuits, or chips, smaller, faster and even more powerful.

## **ASM, an inclusive workplace**

We at ASM are a truly global organization that works diligently with an open-mind in all areas of our business. We strive for a culture and work style that fosters trust and transparency. We put our people first, and that is how we will continue to succeed. We are an equal opportunity employer and value diversity. We recognize and value the differences between individuals, including gender, ethnicity, religious beliefs, sexual orientation, knowledge and experience, work background, age, skills, amongst others. Recruiting and developing a diverse workforce provides a wide range of perspectives. This enables a culture of continuously exploring and adopting new technological ideas and innovations, and it also enables us to deliver excellent products and service to our clients.

As **Formalities Officer** at ASM, the work is challenging, but the rewards are exceptional. Imagine being trusted to take full ownership of your projects – with the right amount of support and autonomy. To be successful in this role, you must be a master of prioritizing and balancing a demanding workload. This isn't for the faint at heart, but for those who are focused, self-motivated and have impeccable problem-solving skills.

## **Position summary**

### **ASM is looking for an IP Paralegal / Formalities Officer to join our team in Almere, the Netherlands.**

We are looking for a self-starter who enjoys working with diverse people across three continents within the IP department.

The Formalities Officer reports to the Global IP Paralegal based in the US. The role interacts with IP Managers in The Netherlands, Finland and Belgium, while contributing to the operational excellence of the IP team by ensuring compliance with all necessary patent prosecution formalities and deadlines.

## **Responsibilities**

You must have a strong understanding of patent filing and prosecution procedures, formalities, and documentation requirements as you will be responsible for patent prosecution filing and docketing of pending U.S. and foreign patent applications from all ASM IP regions. We will ask that you generate necessary reports, dockets, and accompanying metrics.

## Requirements

### Education

- Platform Formalities Officers – Examination or equivalent (EIPA, CIPA)
- Bachelor's or Master's Degree in (Intellectual Property) Law/ Legal Studies or equivalent

### Experience and skills

- 3-5 years of experience in the required field
- Strong understanding of patent filing and prosecution procedures, formalities, and documentation requirements
- Strong, consistent organization skills as well as excellent written and oral communication skills
- Solid attention to detail and ready to work under continuous deadlines while managing multiples tasks simultaneously
- Ability to work independently
- Our organizational structure requires a flexible working day but is rewarded with a high degree of autonomy
- Thorough knowledge of Word, Outlook, Excel and PowerPoint
- Knowledge about Trademarks would be appreciated

*From the very start of the semiconductor industry to the present day, we've been technology leaders who have pioneered innovation and brought new processes into mainstream manufacturing. We are collaborating, creating, and delivering on our vision – a shared vision to drive innovation with new technologies and delivering excellence with dependable products. By doing this, we'll create new possibilities for everyone to understand, create and share more of what they love.*

**To apply for this opportunity, please send your resume and a cover letter to Kamila Peza, Recruitment Partner ASM to [1kamila.peza@asm.com](mailto:1kamila.peza@asm.com) or apply directly on our website <https://www.asm.com/en/careers>**

**Be part of our exciting future and join our team today!**

