



PHARMACEUTICAL COMPANIES OF  
*Johnson & Johnson*

## Patent Formalities Officer

Location: Beerse, Belgium

**Requisition ID: 2105993656W**

Within the J&J Patent Law Department in Beerse we are looking for an experienced formalities officer to join our team.

You will support patent attorneys, and together with your colleagues you will be responsible for the administrative process of patent procedures worldwide. Within this administrative process you will manage all formalities from the time of filing the patent application and facilitate input of relevant documents and dates into our patent management system.

Day to day work includes:

- Supporting the formalities aspect of filing of national, international and priority patent applications
- Corresponding with patent offices, law firms/agents and inventors
- Coordinating and registering licenses, transfers, name and address changes, etc. in the respective patent registers
- General administrative support

### Qualifications

- You have at least a bachelor's degree
- You are client-oriented and manage tight deadlines, can work in a structured way and attach great importance to data reliability
- You can work well on a team, are flexible on taking on new tasks, and have enthusiasm for new challenges
- You have knowledge of commonly used computer programs (Excel, Word, Outlook, etc.) and with IP management/docketing systems (Memotech, IP Manager, etc.)
- You have experience with IP administrative support in the legal industry (patent office/department, law firm). Having 3 to 5 years of experience is preferred
- You are familiar with formal and procedural requirements of patent offices worldwide. Being a Certified Formalities Officer would be an advantage
- You have excellent communication skills and fluent (both written and oral) in English

**Primary Location**

Belgium-Antwerp-Beerse

**Organization**

Janssen Pharmaceutica N.V. (7555)

**Job Function**

Administration

**Requisition ID**

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