

## IP Administrator

- 🚩 **Location:** Amsterdam, Netherlands
- 🚩 **Experience:** + 5 Years
- 🚩 **Job Type:** Intellectual Property/Patent Law
- 🚩 **Team:** Shared Services

### What you'll do

- 🚩 As an integral of TomTom's IP team, closely collaborate with the team to ensure optimal protection of TomTom's IP assets
- 🚩 Communicate with internal stakeholders, patent offices, and IP law firms worldwide
- 🚩 Keep TomTom's IP management software system and IP files up to date
- 🚩 Register time limits and monitor task completion

### What you'll need

- 🚩 At least five years of relevant job experience as paralegal or formality officer in an IP law firm or an in-house IP team, preferably certification as IP formality officer, patent paralegal, or similar
- 🚩 Excellent English language skills (written and verbal)
- 🚩 Detailed understanding of formal aspects of filing and prosecution of European and international patent applications
- 🚩 In-depth experience with Microsoft Office and IP Management Software
- 🚩 Utmost care for detail and high level of diligence

### Meet your team

We're the Legal team. We provide timely and commercially tailored legal service and advice to help TomTom's business and product units manage legal and compliance risks and achieve their goals. In everything we do, we focus on the customer and full transparency. Our service level needs to be first-class, processes and procedures lean and friendly, and our customers and stakeholders must be informed and know what to expect from us. Joining our team, you'll see that we have a lot of team spirit, united by our goals and always willing to help one another to achieve them.

### What we offer

- Competitive compensation package. · Work flexibility program (Working @ TomTom) - work from both home and the office!
- Home office benefits, with a setup budget and a monthly allowance to support.

- Bring your ideas and innovation to life during our Hackathon, DevDays, and more!
- Take on learning opportunities – internal programs, O’Reilly and LinkedIn learning.
- The opportunity to join one of the few top tech location specialists and have an impact on the future of mobility.
- Be part of a supportive, inclusive, and global culture.

### After you apply

1. First call: If your application matches the role, then it’s time to put a voice to the name! We’ll call you to set up an interview.
2. First interview: In this interview, we want to know more about you – what excites you about location technology and how can you help us solve global challenges.
3. Second interview: We’ll dive into your potential role, showing you how you’ll fit into your team and contribute to our vision.
4. The final decision: Cue the fireworks, because we’ll start the onboarding!

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