

## Formality Officer (Paralegal)

### The Company

At Stamicarbon, the innovation and license company of MAIRE Group, we develop, design and license futureproof, innovative fertilizer plant technologies, with urea, green ammonia and nitric acid being our core businesses. Using more than 75 years of knowledge and experience, we offer our customers customized solutions and services to maintain, improve and optimize plants, such as process engineering, proprietary equipment, and full life cycle plant support. We take pride in being innovative and developing reliable, safe and sustainable fertilizer solutions.

From our headquarters in Sittard in the south of the Netherlands, we serve several hundred customers in more than 80 countries, with a proven track record of more than 1.000 sold licenses.

### The challenge

The Intellectual Property department is organized within the Innovation Center group of the Stamicarbon organization, the Business Development group and IP center. Stamicarbon is part of the NextChem business unit responsible for Sustainable Technology Solutions in the MAIRE Group. The IP department is responsible for protecting Stamicarbon's innovations, in particular by creating registered IP such as patents. We use outside counsel for patent drafting, prosecution and portfolio management to support the inhouse team.

Our diverse IP team consists of 8 people: Head of IP, 2 patent searcher/patent engineers, 5 patent counsel. Our IP team values collaboration with clients and colleagues, emphasizing the quality of our work. With a dedicated service-oriented approach, we aim to deliver value and effectively address our clients' challenges.

The team doubled in size in 2024 due to increased scope of work and therefore we are now looking for a Formality officer (Paralegal) to reinforce the team.

As a Formality Officer (Paralegal) you pro-actively take initiative and prioritize in order to manage activities. You define, validate and impose process requirements towards key stake holders and have accountability for all formalities related to IP department work processes.

#### Responsibilities:

- Set up and maintain the IP administration, keep record of miscellaneous information and ensure information is accurate, up to date and accessible;
- Prepare reports on the Stamicarbon patent portfolio for finance, corporate and external auditors;
- Handle general and IP related emails, post and phone calls and provide general support to the IP team in all practices and procedures resulting from the departments work processes;
- Collect, check and enter data in the systems in order to file patent requests, changes and renewals and meet critical deadlines in procedures;
- Prioritize and ensure timely preparation and completion of information and documents;
- Maintain functional contacts with e.g. inventors, outside counsel, internal and external clients, cooperation partners and monitor progress of procedures;
- Actively identify process and efficiency improvements for Assignments/Formalities/Data;

- Demonstrate knowledge, at sufficient level to be able to adequately explain IP procedures to others;
- Report findings to the Head of Intellectual Property and/or colleagues in the IP team;
- Support informed decisions when choosing strategies for the implementation of new software tools;
- Use and maintain systems for monitoring the patent activities of our competitors and other key technology owners;
- Organize and handle admin related to occasional activities such as inventor compensation awards ceremony, IP day, patent wall;
- Occasionally carry out administrative tasks to fulfill internal non-IP work processes (e.g. purchasing) on behalf of the IP team;
- Manage and organize patent/trademark/trade-secret formalities;
- Responsible for administration related to all IP activities in the team;
- Pro-active IP process related formality activities.

### **The Candidate**

Our next Formality Officer is someone with at least 5 years of experience in administrative positions in an international technical business environment and with an HBO+ level (Bachelor) degree, preferably in a technical field.

- At least 5 years' experience as formalities officer/paralegal;
- Strong knowledge of IP processes in the EPO and other patent offices;
- Very strong interpersonal and communication skills, preferably in an international environment;
- Knowledge of procedures in the European Patent office and others around the world;
- Understand the importance and facilitate all formalities;
- Organization skills and the ability to interface with various internal and external stakeholders of different cultures in an international environment;
- To take on accountability with multiple responsibilities and challenges;
- To meet a large variety of deadlines;
- Strong understanding of IP processes in an IP environment;
- Very high accuracy and attention to detail;
- Very good command of English.

### **The Reward**

Stamicarbon offers a rewarding and challenging job with opportunities for personal input. The organization is 100% internationally focused, has the ambition to expand and offers individual possibilities to learn and develop in a true business environment. There is an open and very pleasant atmosphere with plenty of room for discussion with highly committed fellow professionals and a good sense of humor. Terms and conditions of employment as well as fringe benefits are above market standards.

Stamicarbon's Head office is located in Sittard, Limburg, The Netherlands. For further information about this position, please contact us via [recruitment@stamicarbon.com](mailto:recruitment@stamicarbon.com).