



At **CALYSTA** we are all team players, we deliver quality and we strive for a well-being of our people. We listen to your needs and ensure a good work-life balance. We all have fun at work, we stand as one behind the **CALYSTA** vision and we are all very proud of what we achieve together. Our people are our ambassadors !

#### **IP PARALEGAL / ASSISTANT**

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**We are looking for an Dynamic IP Junior Paralegal / Assistant with a Master degree to strengthen the IP Paralegal team.**

#### **OUR JOB OFFER:**

Take care of the administration of the different general IP services.  
Provide support to attorneys by creating and maintaining documents that are relevant to perform those activities. Manage the deadlines of all IP files with respect to corresponding procedures regarding applications, renewals, searches, oppositions, watches or any other administrative IP matter such as:

- ▲ Handling the Attorneys' files : research, preparing advice and response in close collaboration with the Attorney, but also incoming and outgoing mail related to your Attorney files, Managing correspondence with agents and authorities regarding those procedures, Checking and verifying databases and official documents to ascertain the accuracy of information and Invoicing on a regular base
- ▲ Participating in training-coaching in IP matters and stay up-to-date. Working according to deadlines.
- ▲ Preparing, draft and generate translations, reports and letters and price offers
- ▲ Building meaningful business relationships with clients, attorneys, authorities agents and other contacts.
- ▲ Working according to Calysta's guidelines and principles
- ▲ Participate in internal projects

### YOUR PROFILE:

Master Degree OR relevant experience OR 3 years internal experience

### WHY CALYSTA:

**CALYSTA** strives to grow and empower its people. An overflow of entrepreneurship, motivation and commitment of our people perspires in our team which transforms into a high level quality of our work that we deliver to our clients.

**CALYSTA** owes its success thanks to its people and we want to make our people proud to make part of this team who work hard every day to deliver high-level quality for its clients.

You will love to work at **CALYSTA**. You will experience a wonderful time in our fast growing IP firm where you can develop all your talents and grow into an experienced IP Paralegal.

**CALYSTA** will offer every opportunity to let its people grow with the company Do you want to work in a modern, young, smart, and fast growing company ? Join our experienced and fulfilled team. The company grows and you grow with it !

### WHAT WE BRING TO YOU:

A challenging position with a lot of variety in a fast growing organization. An opportunity to develop a wide set of Paralegal and personal skills as a starter in an open-minded environment which is willing to listen to your ideas and approach.

### WHAT YOU BRING TO US:

- ▲ You have **an eye for detail** and **precision** and you are **well organized and efficient**
- ▲ You are **dynamic, energetic, solution minded** and you have a **positive teamspirit** and a sense for **responsibility**
- ▲ You are **client orientated, pro-active, service minded** and not afraid to work **with tight deadlines**
- ▲ An eager and self-learning attitude

### YOU CAN COUNT ON:

A full-time contract for an indefinite period. An attractive salary supplemented with other benefits (Group and hospital insurance, meal vouchers, eco-vouchers, sport & culture vouchers,...). A good work – life balance with flexible working hours. Working in Diegem (near the railway station).

Send your candidature to Mrs. Kaaouas Hauda : [Hauda.kaaouas@calysta.eu](mailto:Hauda.kaaouas@calysta.eu)