



At **CALYSTA** we are all team players, we deliver quality, and we strive for the 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!

TRADEMARK ADMINISTRATION OFFICER

We are looking for a dynamic **ADMINISTRATION OFFICER** with a master OR Bachelor degree to support the Trademark & Design team

Who is CALYSTA?

CALYSTA strives to grow and empower its people. An overflow of entrepreneurship, motivation and commitment of our people perspires in our team, which generates the high-quality work that we deliver to our clients.

CALYSTA owes its success to its people, and we want to make our people proud to be part of this team which works hard every day to deliver high-quality services to our 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 profile. Humanity is an aspect that you will find at **CALYSTA**. You will be thoroughly guided and trained in your day-to-day job.

CALYSTA will offer and invest in 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 accomplished team. The company grows and you grow with it!

WHAT WILL BE YOUR JOB?

As an Administration officer, you play an important role in assisting attorneys and paralegals. You will deal with varied administrative tasks with a wide variety of clients. Manage the deadlines of all IP files with respect to corresponding procedures regarding applications, renewals, searches, oppositions, watches, or any other administrative IP matters.

You will furthermore:

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

YOUR PROFILE:

Master or Bachelor degree

Excellent knowledge of English, and a perfect knowledge of either Dutch or French

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 IP and administrative 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**
- ▲ **Smart** and **ambitious** approach
- ▲ **Fresh** and **motivated** team spirit
- ▲ An eager and **self-learning attitude**
- ▲ You are interested in **broadening your IP knowledge** towards other **IP-related matters**
- ▲ You are **client-oriented, pro-active, service-minded** and not afraid to work with **tight deadlines**
- ▲ You want to **work in a new-style IP-firm with an entrepreneurial atmosphere.**

YOU CAN COUNT ON:

A full-time contract for an indefinite period. An attractive salary supplemented with legal benefits (group and hospital insurance, meal vouchers, eco-vouchers, sport & culture vouchers, bonus,...). A good work-life balance with flexible working hours and the possibility to work 2 days from home. Our office is located in Diegem (near the railway station).

Send your candidature to Mrs. Kaaouas Hauda: Hauda.kaaouas@calysta.eu