



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!

ADMINISTRATION OFFICER

We are looking for a dynamic **TRADEMARK ADMINISTRATION OFFICER** with a master's degree or bachelor's degree to strengthen the IP Paralegal team.

JOB CONTENT:

Take care of the administration of the different general IP services.

Provide support to attorneys and Paralegals 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 matters such as:

- ▲ 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
- ▲ Working according to **CALYSTA's** guidelines and principles
- ▲ Participating in internal projects

YOUR PROFILE:

Starter or Relevant experience in IP (with preference in the trademarks practice).

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 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 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 accomplished 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 admin and personal skills as a starter in an open-minded environment which is willing to listen to your ideas and approaches.

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 team spirit** and a **sense of responsibility**
- ⤴ You are **client-oriented, pro-active, service-minded** and not afraid to work with **tight deadlines**
- ⤴ You have 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