



About CALYSTA

CALYSTA is a fast-growing IP firm, turning innovation into value, where our IP attorneys, together with our administrative team work as one team across patents, trademarks, designs, tax & valorisation. At CALYSTA we are committed to deliver quality, to act with entrepreneurship, and to care about the well-being of our people.

We are looking for a dynamic PATENT Paralegal with

A master or Bachelor degree to strengthen the Patent Paralegal team

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 approaches.

What will you do?

You will take care of the administration of the different general intellectual property (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 matters.

You will:

- ^ 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

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**

WHY CALYSTA:

At CALYSTA, we believe that our people make the difference. We strive to grow and empower every individual within our team. The entrepreneurial mindset, motivation, and commitment of our people define who we are and translate directly into the high-quality work we deliver to our clients.

Our success is built on our people, and we want them to be proud to be part of a team that works hard every day to make a tangible impact. You will love working at CALYSTA, a place where you can develop all your talents, evolve in your Trademark & Design Attorney career, and be part of a firm that grows with you!

If you want to work in a modern, young, and fast-growing company where your ideas matter, join our team and help us shape the future of intellectual property together!

YOU CAN COUNT ON:

We offer a full-time, permanent position with flexible working hours and a strong focus on work-life balance. You'll enjoy a hybrid work setup partly in our Diegem office (near the train station) and partly from home along with an attractive salary package and extra-legal benefits.

Apply now send your motivation letter and cv to Mrs. Hauda Kaaouas:
Hauda.kaaouas@calysta.eu