

TRADE MARK ADMINISTRATOR

About the firm	Established in 1983, Lee and Thompson are acknowledged as one of the UK's leading law firms for the media and creative industries. We provide our diverse client base with the legal services they need to succeed in their commercial and creative objectives. Our unique culture is a defining feature. We work hard to ensure that our teams feel engaged, valued and able to bring their whole selves to work.
Purpose of the role	Reporting to the Head of Department, the Trade Mark Administrator works as part of the Brand Protection paralegal/administration team in delivering a highly efficient and quality administration service to the team and our clients.
Main Responsibilities <i>(The main responsibilities listed are not intended to be an exhaustive list)</i>	<ul style="list-style-type: none"> • Maintaining, updating and managing records on the trade mark and design management system WebTMS, including monitoring incoming post and ensuring any deadlines are uploaded to the system. • Producing schedules of trade mark and design portfolios. • Producing daily diary reports. • Managing incoming correspondence, including saving to the document management system and acknowledging receipt of incoming correspondence. • Preparing and filing forms at the UKIPO and WIPO. • Preparing instructions to overseas attorneys in relation to IP formality matters. • Preparing and reporting IP lifecycle updates to clients.
Qualifications & Experience	<ul style="list-style-type: none"> • GCSE's or equivalent (at least 5 grade C/4 or above and grade B/5 or above in Maths and English) and ideally A Level's or equivalent and/or relevant equivalent work experience. • Previous experience as an IP administrator is desirable, but not essential, and/or solid experience of using databases and administrative procedures.
Technical and Business Skills	<ul style="list-style-type: none"> • Experience of using IP records systems, in particular WebTMS, would be ideal but not essential. • Experience of using IP records systems would be an advantage. • Microsoft Office 365 skills – Word, Excel (intermediate level). • Experience of using document management systems. • Clear communicator (verbal and written). • The ability to organise own workload and prioritise multiple demands on time, coupled with the ability maintain high levels of accuracy and attention to detail (essential). • Able to work independently, but also works effectively in a team.
Values/Personal Attributes	<p>The following describes the personal attributes essential for this role that link to the firms' values:</p> <ul style="list-style-type: none"> • Confidential, discrete and inclusive. • Proactive, enthusiastic and always uses initiative. • Demonstrates a can-do attitude. • Adaptable with a keen interest in learning and challenging self to take on new tasks.

	<ul style="list-style-type: none"> • Demonstrates a flexible and helpful approach to work. • Builds professional relationships across the firm. • The ability to be professional and calm under pressure and in communicating by email or verbally with all levels of staff and external contacts. • Demonstrates drive and commitment in contributing to the wider firm e.g. through helping to develop and maintain a positive working environment.
Location/Working hours	<p>This is a full-time role, with flexibility to work from home for up to 2 days a week (subject to eligibility and business need). Due to the nature of this role, the role holder may be required to work additional hours from time to time to support the needs of the business (paid as overtime with prior approval).</p>