

Job Title:	Patent Secretary/Administrator
Department:	Intellectual Property Department
Location:	Livingston, West Lothian
Employment Category:	Full-time or Part Time
Package:	Competitive plus share options
Company Overview:	<p>WFS Technologies is the world's leading supplier of low frequency radio systems for through-water and through-ground wireless communication. The company's innovative products are targeted at oil & gas, environmental, consumer and defence markets.</p> <p>WFS has a progressive patent portfolio and are currently seeking a Patent Secretary/Administrator to join their busy Livingston based IP team. The role may be full or part-time and may offer some opportunity for home working depending on the suitability of the candidate.</p>

JOB SUMMARY

The role involves secretarial and administrative support to the team and key responsibilities will include:

- Preparation of application forms for UK, EP and PCT patent applications, payment of fees and online filing
- Preparation of foreign patent applications, including attending to formalities requirements
- Liaising with IP team to manage deadlines, entering data onto the records system where appropriate
- Audio and copy typing of patent applications, letters and legal documents
- Diary management, arranging meetings and conference calls
- Generation of standard letters to foreign agents and patent office
- General maintenance of files, electronic and paper filing of correspondence

PERSON SPECIFICATION

- The candidate must have experience working in an IP environment
- Audio and copy typing experience
- Self-motivated and proactive
- Enthusiastic, confident with excellent organisation and administration skills
- Flexible and able to effectively manage a number of priorities at any one time
- Advanced Word skills and experience of Microsoft products (Outlook, Excel, PowerPoint)
- Superb accuracy and attention to detail

COMPETENCIES

Effective communicator, both verbal and written.

To apply, please send a CV and covering letter to: jobs@wfs-tech.com detailing which position is relevant to your application in the subject line of the email.