

Job Description

Job Title:	Formalities Clerk
Department:	Brands, Design & Copyright
Reports To:	Brands Partners

The Firm

www.bristows.com

We are Bristows, the world's leading specialist law firm for clients that innovate.

We are a European headquartered hub for litigation, transactions and advice throughout the world. We help clients grow in life sciences, technology and other dynamic sectors. We provide advice on all their legal matters and are proud to be different.

At Bristows, we have always been at the forefront of change. From patenting the first electrical telegraph to launching the UK's genome sequencing project, we have been helping clients who create and embrace new technologies and ideas.

We focus on dynamic, IP-rich sectors and have the expertise to solve a broad range of litigation, transactional, and advisory challenges. We have a true cross-disciplinary practice encompassing our renowned IP, competition, regulatory, corporate and commercial, dispute resolution, IT and data protection teams. The strength of each individual practice complements the others to provide a fully integrated and comprehensive service.

We are an eclectic mix of inquisitive thinkers who are fascinated by the law surrounding our clients' sector. Many of us have science and technology backgrounds or have worked in the industry. Many trainees and associates go on secondment at client companies, including Google, Capgemini, AstraZeneca, Novartis, Sony Interactive Entertainment and WPP. We live and breathe our clients' business and can talk the same language. It means we are on the same wavelength and understand what makes our clients' business tick.

Many of our clients are international and our work with them crosses different jurisdictions. We have remained fiercely independent since we first began in 1837 and are able to maintain a network of leading lawyers and specialists around the world. This means we are free to partner with the best people in any jurisdiction for each client need and build the right team of lawyers in the right locations.

Bristows is a unique place to work, quite unlike most law firms. The firm's fee-earners are not given billing targets, which has a significant impact on the atmosphere of the firm, fostering a supportive, human environment where the focus is on quality rather than quantity. The firm is genuinely encouraging and supportive of its lawyers and support staff.

The Position

The Firm is looking to recruit a Formalities Clerk within its Brands, Design & Copyright (BDC) team to support the Trade Mark Formalities team. This role will require a bright and enthusiastic individual who is able to support the busy team with the full cycle of trademark administration as required.

The successful candidate will handle the full cycle of trademark administration, including:

- UK, EUTM, WIPO and Foreign filings.
- Diarising of Critical Deadlines.
- Updating records, data base administration (Experience of Web TMS useful but not essential as full training will be given).
- Checking and reporting of Registration Certificates.
- Filing and reporting of renewals (UK, EUTM, WIPO and Foreign).
- Working with and reporting to a team of Trade Mark Lawyers.
- Managing a diary of reminders and deadlines.
- General administration including sorting post, drafting letters, billing etc.
- Any other ad hoc duties as required

The Right Candidate

We are looking for candidates who have:

- Prior experience in Trade Mark formalities
- Undertaken the CITMA course qualification (preferred but not essential)
- High levels of accuracy and attention to detail
- Very strong verbal and written communication skills
- A proactive and intelligent approach, able to use initiative to find solutions
- A very high level of computer literacy (Word, Outlook and Excel)
- A positive 'can do' attitude – a good team player with a personable nature
- Organised and methodical approach to work whilst remaining adaptable

This is an exciting opportunity to help the BDC practice in a unique firm with a prestigious platform of skills and clients; a firm that is performing well with a clear vision of where it is headed and the type of firm it wishes to be: a firm that is committed to delivering excellent client service and being financially successful (but not obsessed with profit targets), whilst also providing an enjoyable and civilised working environment for all.

Equality & Diversity

At Bristows we are committed to championing equality, diversity and inclusion for all and we are a proud signatory of the Law Society's Diversity and Inclusion Charter. As a firm, and as individuals, we do all we can to treat people fairly and with mutual respect. This commitment enriches our work and our working lives and has played a key part in our success over the years. It is our policy to provide equal opportunities for all employees and job applicants in relation to recruitment, selection, pay, training, working conditions and promotion opportunities regardless of age, disability, gender, gender affirmation, marital or civil partnership status, pregnancy, race, religion or belief and sexual orientation. For more information about EDI policies and practices at the firm, please visit: www.bristows.com/careers/diversity/.