



# IP paralegal

We are looking for our new colleague to provide support to our attorneys' team in their procedures and files' management. S/he must be French-speaking and comfortable with English (Dutch is a plus). S/he will be offered an attractive salary package, a good work-life balance, and a great work environment in Brussels.



## Description

- Take care of and monitor, on a paperless basis, the **administrative management** of a patent portfolio with the attorneys,
- Update the internal database,
- Follow internal guidelines to send correspondence and e-mail instructions,
- **File patent applications** and handle the procedure on Belgian and European filing software,
- Contribute to the preparation of patent application files in the various countries, and monitor procedures through to granting, validation and renewal of titles,
- Contribute to the **maintenance** of industrial property rights,
- Manage official and internal **deadlines**, and monitor them in close collaboration with the attorneys, issue reminders,
- Take care of the paralegal documents (e.g. powers of attorney, legalizations, registrations),
- Build business relationships with clients, attorneys, authorities' agents and other contacts,
- Participate in internal projects.



## Your profile

- A **Bachelor or Master's degree** (Office management, Law, Languages/Translation, ...),
- French-speaking and great knowledge of English (Dutch is an asset),
- A **previous experience** as a paralegal is a great asset,
- You have a commitment to quality and exceptional **attention to detail**,
- You have good management, organizational and rigorous skills, but you are also dynamic,
- Your good interpersonal skills, a sense of service and an open mind,
- You can work independently as part of a team,
- Your discretion and sense of confidentiality are essential, recognized and appreciated.



## Offer

- A temporary contract leading to a full-time contract,
- An attractive salary package,
- A good work-life balance with home-working flexibility,
- A challenging and varied position in a fast-growing firm,
- An opportunity to develop a wide range of professional and personal skills.



## Candidature



### Send your candidature to:

Mrs. Anne Savoye  
Partner | Head of ICOSA Europe  
[savoye@icosa-europe.com](mailto:savoye@icosa-europe.com)



## About ICOSA ([icosa-europe.com](https://www.icosa-europe.com))

ICOSA is an intellectual property firm **dedicated to health**, environment, and Agri-food industries.

ICOSA's business vision enables them to offer **customized services to companies and investors**, assisting them in the **management and valorization of their intellectual property assets**, including patents, trademarks, designs, copyright, and domain names.

As a human company which gathers 65 professionals, ICOSA is **agile and responsive**. Its teams are composed of European IP attorneys (OEB and EUIPO) and French IP attorneys holding doctorates and/or engineering or law degrees from top French or European schools and universities. Leveraging their scientific expertise and technical and legal skills, **ICOSA's experts master the specific challenges of intellectual property for each innovation or creation**. Their attentive and highly available approach enables them to support their clients on a daily basis in decision-making and business growth.