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## Patent Paralegal – Foreign Filing, Formalities & Prosecution

### Employment Type

Full Time

### Description

Work Profile: Patents Paralegals- Foreign Filing, Formalities & Prosecution

Total Work Experience: 3 – 6 Years

Work Location: Delhi, Bengaluru

### Job Location

Delhi, Bengaluru

### Date posted

December 4, 2018

### Responsibilities

- Preparing and filing all types of Foreign Applications such as PCT Application, Conventional Application and National Phase Application
- Filing of Amendments in the PCT Applications – Article 19 amendments, Article 34 amendments, Response to WO IPEA and All types of addition, deletion or rectification in PCT applications.
- Handling of preparation, filing and reporting of International (PCT) Applications, US, EP, China, Japan, Middle East, South Asia, LATAM and other jurisdictions
- Handling of all the docketing tasks from patent filing to patent grant, validations and renewals for all jurisdictions
- Preparing instructions for the foreign filing, IDS, Proof of Rights and other documents
- Excellent knowledge of all types of patent related documents & forms as well as varied correspondence, memos of attorney and assignment presentations
- Handling clients' query regarding patent filing in foreign countries
- Helping patent attorneys in their patent translation requests for patent and other documents through external agents.
- Reporting error in the granted published patent to the client.
- Responsible for looking/ maintaining patent applications (Patent Portfolio) filed by company for its various clients around the world and updating the portfolio on regular basis.

### Communication with the clients

- Detailed reporting of Application filing
- Brief reporting of International Search Report
- Reporting Publication of Applications
- Reporting of all types of Office Actions received from the foreign Associates.
- Follow up for formal documentations
- Follow up for renewal/annuity instructions for pending applications
- Follow up for National Phase Filing instructions.
- Sending detailed report on Letters Patent Document

### Billing

- Handling entire billing of the client
- Scanning and uploading all the invoices at ERP and Client Portal

- Uploading all day to day communication at ERP and Client Portal

**Skills**

- Good communication & writing skills
- Responsible attitude and ability to complete tasks in a timely manner
- Well-developed interpersonal and active listening skills
- Prior experience of foreign filing is preferred.
- Sound knowledge of basic computer skills

**Education**

Bachelor's/ Master's degree in any Stream