

TESSENDERLO GROUP

VACANCY: IP PARALEGAL

Tessenderlo Group (Euronext: TESB) is an industrial group that is a global leader in many different sectors, including agriculture, valorizing bio-residuals, energy, and providing industrial solutions with a focus on water. The group employs more than 4,700 people, we are a leader in most of the markets which we operate, and we recorded a consolidated revenue of 1.7 billion EUR in 2020.

Our tagline – “Every Molecule Counts” - clearly conveys the unique attitude to sustainability and continuous practical innovation within each department of Tessenderlo Group. As an international company with Belgian roots, Tessenderlo Group promotes personal and local entrepreneurship, creating opportunities for all of our employees to take on challenging roles and real responsibilities. On top of this, our people are encouraged to further develop their competencies through regular training initiatives, and they are rewarded with competitive compensation and benefits packages. More information can be found at www.tessenderlo.com.

Expertise and entrepreneurship, technical strength and know-how, curiosity and creativity are key for the Group to secure its position as a global leader in most of its products and markets. The Group believes that an Innovation mindset and R&D capabilities are indispensable for a successful future **where every molecule counts** and the Group is committed to building a strong R&D community with this mission in mind. Innovations Centers and technical support centers are located in Tessenderlo (BE), in Phoenix and Dinuba (US) and across the different Business Units globally.

Tessenderlo Group is looking for an IP paralegal (initially with focus on trademarks) that can strengthen our IP team preferably located in the Technology & Innovation Center in Tessenderlo (BE), optionally in combination with Brussels (headquarters).

Job description

As a member of the Tessenderlo Innovation Center:

- You do preparational work in support of the trademark attorney: independently preparing trademark screenings, monitoring of competitor’s trademark filings (first review & selection), docketing Office communications (office actions, refusals, etc.) and assisting in preparing responses;
- You independently take care of and follow-up the filing and renewal process for trademarks (optionally in a next phase for patents). You ensure that all formalities are complied with during the filing, granting, opposition and renewal procedures;
- You are responsible for reviewing, collecting and sending official documents (eg. Power of Attorneys, assignments, recordal forms, etc.) to official authorities and agents worldwide in support of the maintenance of our IP assets.;

- You are responsible for entering data and registering/monitoring deadlines in the IP management system
- You maintain contacts with internal stakeholders, agents and authorities worldwide, in close collaboration with a team of experienced trademark and patent attorneys;
- You process invoices and keep track of costs; following up on current accounts with the Patent and Trademark Offices and ensuring sufficient funds;
- You make sure the daily general administration of Group IP is up to date: dealing with incoming and outgoing mail, organizing meetings, review of docketing, etc;
- You support the organization of the IP team: setting up/improving internal work procedures, guidelines and preparing management reporting (patent metrics, cost reports);

Profile

- You have a Bachelor Legal practice/Office Management or equivalent by experience;
- You have experience in a formalities/paralegal role in Intellectual Property (preferably in trademarks). If you have comparable experience in a legal administrative role (at least 3 years) that would qualify too;
- You are fluent in Dutch and English, both spoken and written. Knowledge of French would be an advantage.
- You have good knowledge and handling of Word, Excel, PowerPoint. Experience with the IP management software, Equinox is a plus.
- You are capable of working accurately and independently in a team setting
- You have excellent organizational skills, you are trustworthy and responsible: Attorneys must be able to fully rely on the paralegal (2nd pair of eyes)
- You have strong and open communication skills
- You are flexible, willing to go the extra mile, hands-on mentality & pro-active attitude

We offer you:

- We offer a full-time open ended contract and a competitive salary package with fringe benefits;
- You will be working in a challenging and growing international environment;
- You will have the opportunity to actively play a role in the further build of the (inhouse) IP department and to leave your mark
- We can offer training to (further) develop your IP skills and stimulate self-improvement

Interested?

Please send your CV and motivation letter to liese.vanbriel@tessenderlo.com