

ETEX SERVICES NV is recruiting a

Trademark Paralegal (hybrid)

Etex is a leading industrial group with a worldwide presence, manufacturing and selling high-quality building materials and solutions (www.etexgroup.com). It employs approximately 12,000 people who help generate a turnover of approximately EUR 3BN. Etex has its headquarters in Zaventem, Belgium.

To achieve profitable growth, Etex continuously innovates and adapts its product portfolio in line with its customer's needs and the changing market demands. To market its products, key brands such as CEDRAL, EQUITONE, ETERNIT, SINIAT and PROMAT are used on a global/regional scale.

The intellectual property related to such innovations and marketing is managed by a passionate team of 8 Patent and Trademark professionals at Etex's Intellectual Property Service Centre, which is located in Kapelle-op-den-Bos near Brussels.

Etex now aims to expand its Trademark Team and is looking for a Trademark Paralegal.

Function

As a Trademark Paralegal, you will be a key person in maintaining, protecting and extending Etex's Trademarks and related IP portfolio, supporting the Trademark Officer. This will include the following:

- Autonomously manage **administrative formalities** during the Trademark registration process, such as:
 - Trademark renewals (monitoring deadlines, filing renewal or instructing local agents, follow-up of renewal status)
 - Trademark applications (filing new applications or instructing local agents, follow-up of application status, report and prepare response to office actions, monitoring deadlines)
 - Recording changes in official Trademark registers (e.g. in case of transfers, name and/or address changes, change of representative)
 - Arranging official documents, notarizations, evidence of use
 - Updating Etex's Trademarks database
 - Monitoring the external Trademark costs
- Providing support in **Trademark monitoring** and **Trademark clearance** searches
- Assisting in case of **Trademark conflicts** (e.g. oppositions, argumentation to refusals, infringement cases)
- Providing **advice** regarding Trademarks and related IP rights
- Supporting the Trademark Officer in answering and processing Trademark related **requests**
- Preparing internal **reports** and **strategic** documentation
- Preparing and participating to **IP trainings** for internal clients

Profile

- You have a bachelor degree and ideally experience in a paralegal role.
- Experience in a Trademark or IP support role would be an advantage.
- You are fluent in English, written as well as spoken. Knowledge of Dutch, French, German and/or Spanish are assets.
- You work accurately, take ownership of your tasks and are conscientious.
- You have a no-nonsense and hands-on attitude of working.
- You can organise your work autonomously and take initiative, while always keeping the group perspective in mind.
- You can treat information confidentially.

We Offer

- A challenging position in a leading international company that invests in its human capital.
- Being part of a passionate, diverse and multi-cultural team of IP team mates.
- You will be in direct contact with internal customers, local agents and Trademark Offices around the world and hence have international exposure.
- Hybrid working possibility (2 days in office/3 days from home).
- An attractive remuneration package with extensive extra-legal benefits in line with your professional background and expertise.

Interested?

If you are interested in this vacancy, please kindly apply by sending your motivation letter and curriculum vitae to hilde.boogmans@etexgroup.com.

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