



## Patent Admin (特許事務)

**Great Work-Life Balance!!**

### Job Information

**Recruiter**

ALBERTO K.K.

**Job ID**

1507742

**Industry**

Legal

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

3.5 million yen ~ 5.5 million yen

**Work Hours**

9:15- 17:30

**Holidays**

土・日・祝日、有給休暇、年末年始休暇等

**Refreshed**

January 15th, 2025 04:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

- Processing of applications and intermediate cases (responses to notices of reasons for refusal, etc.)
- Preparation and dispatch of reports, invoices, etc.
- Management of procedural deadlines and case progress using a deadline management system
- Customer service
- Support for patent attorneys

### Required Skills

Over 1years of patend admin experience

TOEIC 550 or higher or equivalent English proficiency will be given preference

If you interested in this position please contact Ai at 080-4462-7881, ai@alberto-recruitment.com

もしご興味をお持ちいただけましたら、担当者 綿引（ワタヒキ）

（080-4462-7881, ai@alberto-recruitment.com）までお気軽にご連絡くださいませ。

この他にも、貴方様のご経験とご希望に合った案件をご提案させていただきます。

---

## Company Description