



IP Paralegal and Operations Specialist

Great Work-Life Balance!

Job Information

Recruiter

ALBERTO K.K.

Job ID

1523067

Industry

Other (Consulting and Professional Services)

Company Type

Large Company (more than 300 employees)

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5.5 million yen ~ 6 million yen

Work Hours

フルフレックス

Holidays

土日祝日、年末年始、夏季休暇、有給休暇,その他

Refreshed

April 4th, 2025 01:00

General Requirements

Minimum Experience Level

Over 3 years

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

- Managed company's patent database daily to ensure accurate and complete records
- Supported Japan's Invention Review Boards operations
- Handled patent award payment processes and inventor documentation (assignments and declarations)

- Maintained and updated patent docketing training manuals
- Developed best practices and procedures for patent, design, trademark filings, and Japanese patent award processes
- Assisted Patent Portfolio Managers with IP budget management and filing plans

If you are interested in this opportunity or have any additional questions, please do not hesitate to reach out to Ai at ai@alberto-recruitment.com.

Required Skills

- Strong written and verbal communication skills in both Japanese and English
- Knowledge of Patent Cooperation Treaty (PCT) and patent filing procedures for Japan, China, the US, and other jurisdictions
- Skilled in managing patent filings and processes with excellent organizational abilities to support Patent Portfolio Teams
- Experience with SEPs and SEP portfolios is preferred but not mandatory
- Proactive, self-motivated, and capable of working independently in a global virtual team setting
- Effective collaborator in team-oriented environments and receptive to constructive feedback
- Ability to prioritize time-sensitive tasks and manage multiple assignments in a fast-paced setting
- Strong attention to detail with a focus on precision and accuracy
- Advanced proficiency in Microsoft Word, Excel, and PowerPoint
- Preferably at least 3 years of paralegal experience in Japan or abroad, either in a law firm or corporate setting
- Bachelor's degree required

Company Description