



## 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**

February 21st, 2025 14:40

### 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](mailto:ai@alberto-recruitment.com).

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## 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

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## Company Description