



IP Paralegal and Operations Specialist

Great Work-Life Balance!

募集職種

人材紹介会社

ALBERTO株式会社

求人ID

1523067

業種

その他（コンサルティング・士業）

会社の種類

大手企業（300名を超える従業員数）

外国人の割合

外国人 少数

雇用形態

正社員

勤務地

東京都 23区

給与

550万円～600万円

勤務時間

フルフレックス

休日・休暇

土日祝日、年末年始、夏季休暇、有給休暇,その他

更新日

2025年03月21日 07:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

- 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.

スキル・資格

- 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

会社説明