



PARALEGAL SPECIALISED IN INDUSTRIAL PROPERTY

IP ASSISTANT

A paralegal specialised in industrial property takes care of the administrative management of patent, trademark and design portfolios. In general, paralegals work in close cooperation with patent engineers, industrial property attorneys or industrial property lawyers within a consulting firm or a company.

MAIN ACTIVITIES

- ▶ Management of administrative formalities: Drafting, follow-up and archiving.
- ▶ Management of deadlines for filing, examination, issuance and maintenance of IP rights procedures.
- ▶ Participation in drafting of documents (e.g.: patent and trademark applications, contracts).

EDUCATIONAL BACKGROUND AND ACCESS TO THE PROFESSION

A career as an IP paralegal can be pursued through different paths: completing training on patents, trademarks, and industrial property in general or university studies (Bac+1 to Bac+5). Work positions vary depending on the employer's requirements. Accordingly, some Luxembourg employers hire paralegals who are not specialised in IP. However, they generally expect fluency in English as well as good knowledge of office software tools. Knowledge of administrative procedures in industrial property (e.g.: registration of applications, litigation) is considered as an asset.

Training courses and certification programmes are a valuable asset. They are offered abroad by some universities or private organisations. For example, in France, the INPI offers an industrial property, trademark or/and patent assistant certificate¹.

For more information, feel free to consult our website at the following address:

www.ipil.lu/metiers-PI/useful-links/.

KEY COMPETENCES AND PERSONAL SKILLS

- ▶ Accuracy, discretion and precision.
- ▶ Good written and oral communication skills.
- ▶ Excellent organisational skills.

¹ The conditions for registration are established by the Decree of 23 September 2004 which modifies the following provisions of the French Intellectual Property Code: R. 421-1., R. 421-2 and R. 421-5 to R. 421-8.



INTELLECTUAL PROPERTY JOBS

PATENTS, TRADEMARKS, DESIGNS

MAIN POTENTIAL EMPLOYERS

Private sector: IP firms, law firms specialised in industrial property, and intellectual property departments within companies.

Public sector: Public administration, European Union Intellectual Property Office (EUIPO), World Intellectual Property Office (WIPO), European Patent Office (EPO).

In Luxembourg, job opportunities in this field are mainly offered by IP firms or law firms specialised in intellectual and/or industrial property.

PERSPECTIVES AND CAREER DEVELOPMENT

Paralegals may start a career either in a private company or in the public sector.



// IF YOU WORK WITH PRECISION AND RIGOUR,
YOU CAN BE A GOOD PARALEGAL. //

Natacha Empain,
Principal Coordinator Patents and Trademarks

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