


Intellectual Property Officer

I gate technologies

	Total Positions: 1	Experience: 1-2 Years
	Gender: Any	Travel Required: Not Specified
	Min Education: BACHELORS	Job Shift: Morning
	Career Level: Experienced (Non Manager)	Salary Range: Confidential
Category/Industry: Legal, Business Development		Max Age Limit: 24-40 Years
Posted on: 13 December 2016		Expiry Date: 12 March 2017
Job Type: fulltime		

Job Description:

The IP officer will be handling matters related to trademarks, designs copyrights, CE certification, and Infringement protection. Conducting trademark searches and preparing advisory on the same, prosecuting trademark/copyright/CE applications worldwide up to registrations and enforcement of trademark right.

- This person will be responsible for infringements tracking, taking steps necessary to remove counterfeit products and infringements.
- Additionally, the IP officer will play a central role in several reporting and analysis related tasks.

Duties & Responsibilities:

- Research and identify countries where trademark/copyright/CE must be done to protect business
- Prepare trademark reports and spreadsheets
- Research current use of trademarks
- Obtain and revise commercial searches
- Prepare and file worldwide trademark applications, Statements of Use, Extensions of Time to Oppose, Oppositions, Renewals, Affidavits, Assignments and related documents with the Patent and Trademark Office, preferably online
- Correspond with foreign counsel with respect to local trademark matters
- Conduct trademark clearance searches online and PTO website
- Create and maintain trademark and other files
- Assemble patent application papers, Declarations, Assignments, Information Disclosure Statements, Assignments, petitions etc.
- Perform general administrative functions including document management and filing
- Review trademark watch reports for potential infringers and coordinate with private investigators
- Manage and maintain the trademark docketing system

Key Performance Indicators:

- Strong understanding of Intellectual Property laws and principles
- Timely & successful filing of trademark/copyright/CE application
- Up-to-date docketing/paperwork of all IP activities
- Reduction in departmental cost
- Worldwide infringement watch and progress report
- Ability to liaise in a timely and efficient manner with internal departments and any external agencies

Required Skills:

communication skills, strong understanding of intellectual property laws and principles

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