

Junior Intellectual Property Officer/Paralegal assistant

Aphea.Bio is a leading R&D company that is dedicated to food security and ensuring a safe and healthy food chain. We aim to provide novel science-based solutions to build the agriculture of the future: sustainable, reliable and profitable. Aphea.Bio focuses on the exploitation of natural, beneficial interactions that occur between microorganisms and plants. We discover and develop new biology-based agricultural products for crop protection and crop improvement, hence shaping a more sustainable agriculture and are embedded in the largest European Agro-Biotech valley in Gent, Belgium.

We are seeking highly motivated people to help us turn our ambitions into reality. Successful candidates will become part of a committed, creative and highly dynamic team.

To strengthen its team Aphea.Bio is looking for a Junior Intellectual Property Officer/Paralegal assistant to perform a variety of Intellectual Property (IP) related tasks ranging from providing support to IP department and employees, performing patent searches, keeping records of the deadlines and communications, documenting the IP related documents. Besides, this position will entail the classification, organization and follow-up of contracts in an electronic filing system.

Main responsibilities:

As a Junior Intellectual Property Officer/Administrator you will be responsible for:

- Keeping track of deadlines and taking care of relevant deadlines related to IP and various contracts with partners and third parties, using the appropriate software.
- Dealing with the daily income of the letters/emails from Patent Office, Patent attorneys, inventors, co-applicants etc.
- Acting as the point of contact for external partners and clients
- organizing meetings, schedule appointments
- supporting the team by performing tasks related to strong communication both internally and externally

A mentor will support you to gradually take over responsibility after an initial training phase which will familiarize you with our processes and Intellectual Property/Paralegal fields.

Qualifications:

- University Degree (Biotechnology, bioscience engineering, Law)
- Basic knowledge or experience in the field of Intellectual Property would be a plus but is not mandatory.
- General interest and comprehension in the field of Intellectual Property.
- High degree of attention to detail
- Strong, professional verbal and written communication skills in English (written and verbal)
- Proficient computer skills, including Microsoft Office

- Interpersonal skills: fast learner, organized and focused, team player, enthusiast, creative, communicative, committed, flexible, entrepreneurial, organized, problem-solver

Education and Expertise:

- General interest and comprehension in the field of Intellectual Property.
- 2-3 years of experience in the field would be a plus
- Proficiency in the use of electronic filing system(s) would be a plus

Motivated applicants should send their CV including a cover letter to sarieh.ghorbani@aphea.bio and steven.vandenabeele@aphea.bio before June 15, 2023.