Job Description

Title: Intellectual Property Paralegal
Position: 60%-80% time position; permanent contract
Posted: 24 November 2022
Location: Wyss Center for Bio and Neuroengineering, Campus Biotech, Geneva Switzerland

About the Wyss Center for Bio and Neuroengineering, Geneva, Switzerland
The Wyss Center is an independent, non-profit research and development organization that advances our understanding of the brain to realize therapies and improve lives. The Wyss Center staff, together with the Center’s academic, clinical and industrial collaborators, pursue innovations and new approaches in neurobiology, neuroimaging and neurotechnology. Wyss Center advances reveal unique insights into the mechanisms underlying the dynamics of the brain and the treatment of disease to accelerate the development of devices and therapies for unmet medical needs. The Center was established by a generous donation from the Swiss entrepreneur and philanthropist Hansjörg Wyss in 2014. Additional resources from funding agencies and other sources help the Wyss Center accelerate its mission.

About the Position
We are seeking the Intellectual Property Paralegal (IP Paralegal) to coordinate and manage the Wyss Center’s growing IP portfolio. The person in this role will undertake operational responsibilities and maximize the effectiveness of our IP activities, including patents, trademarks, copyrights, etc. The person is expected to provide high quality support on a diverse set of IP related tasks across the engineering, scientific and legal teams at the Wyss Center. Specifically, the person will conduct patent research, review draft applications, provide status reports, track progress, ensure payment of annuities and communicate daily with the various stakeholders including IP firms, inventors, scientists and engineers.

The ideal candidate has a bachelor’s degree in law or a Paralegal certification, and previous experience in the field.

This position reports directly to the Wyss Center’s Legal Counsel.

Key responsibilities
In his/her position, the Intellectual Property Paralegal will have a broad set of responsibilities. The individual will:

- Work closely with the Center’s multidisciplinary team and proactively support them to obtain and maintain Intellectual Property such as patents, trademarks, or copyrights
- Work efficiently with internal and external legal counsels, such as Wyss Center’s Legal Counsel and external IP attorneys
- Ensure timely completion of IP applications and support their filing, including management of patent deadlines, sending timely reminders and ensuring that target dates are handled
- Perform initial patent research as assigned by engineers or scientists
- Review draft applications for IP matters like patents, trademarks, copyright, domain names, etc.
- Manage the patent application process including: collecting signatures from inventors, submitting additional materials as necessary, responding to appeals, and obtaining additional information from the IP stakeholders as necessary to satisfy IP protection
- Generate and maintain an IP cases database and generate periodic status reports
- Manage the budget for IP cases while ensuring timely payment of relevant annuities
- Communicate with internal stakeholders on various IP matters
- Support the Wyss Center’s Legal Counsel with various tasks (contract drafting, review, signature process), as necessary
- Contribute to a culture of innovation within the Wyss Center
- Manage annuity and maintenance fee schedules
- Independently handle routine legal matters in areas of responsibility with minimal supervision

**Required competence and experience:**
- At least 5+ years work experience as patent paralegal in an innovation driven domain (e.g., Biotech, Medtech, Pharma or similar), within an in-house IP department, in a law firm or IP firm
- Familiarity with intellectual property law, and the application and filing process in the EU and US
- Strong organizational skills to ensure autonomous management of an IP portfolio
- Experience in handling formal prosecution matters for patents, including payment of annuities
- Ability to deliver high-quality work (accurate content, timely delivery, good presentation)
- Capability to prioritize and meet deadlines
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Excellent command of the English language (both written and oral), good knowledge of French would be an asset
- Capacity to handle highly confidential information
- Excellent communication and interpersonal skills with the ability to clarify complicated IP topics

To apply, please send your CV and cover letter to HR@wysscenter.ch no later than 18 December 2022