



In the 1920s Blaupunkt still had another name. In 1923 - when radio broadcasting made its first sound in Germany – the “Ideal” company was founded in Berlin. It first produced headphones. Every single item was carefully tested by technicians and labelled with a quality symbol – the blue point.

Today you'll find Blaupunkt at all kind of consumer lifestyle product categories such as home / mobile audio, TV sets, car multimedia but also new business fields such as Smart Home Security, Air Treatment Units and LED lighting products.

All over the world Blaupunkt is represented by carefully selected fine group of brand licensees under the roof of the Blaupunkt Global Brand Community.

GIP Development SARL is based in Leudelange, Luxembourg and the owner of the brand Blaupunkt and the creator of the Blaupunkt Global Brand Community.

We are looking for a flexible, motivated and convincing

IP Paralegal Officer, Part time (M/F)

who will provide support to our Jurist in regard to our different businesses. Our ideal candidate is a professional with knowledges in Legal and Intellectual Property fields with exceptional organization skills. We expect you to be organized, structured and perform well in a team environment. The ideal starting date would be 1st of August 2019.

Job Duties:

- Provide troubleshooting assistance for account statuses and relevant problems
- Management, maintenance and research of intellectual property rights (renewals, change of name, assignments and watching)
- Provide data and guides to help our Jurist
- Correspondence with external lawyers, notaries, clients, authorities and administrations
- Obtain signatures, gather notarizations and legalizations
- Drafting legal documents and letters
- Keep record of legal cases, management (archiving) of legal documentation (IP and Other documents)
- Deadline management
- Liaise with our Jurist and the team to develop specific legal strategies
- Stay up to date with new regulations, laws
- Suggest legal process improvements
- General Office management

Your profile:

- You have a bachelor degree (or equivalent degree) in legal or IP fields
- 3-5 years' experience in a similar role
- Hands on experience with writing, reading and interpreting legal documents
- Analytical thinker
- Excellent organizational and presentation skills
- Strong legal skills, flexible and adaptable; patient and able to collaborate
- Capable of working independently and managing a variety of initiatives / opportunities simultaneously
- Experience in licensing will be considered as a strong asset
- You are fluent in English, any other language such as German and French will be considered as a strong asset
- You want to work in a very international environment and not afraid to learn about other business cultures
- Self-motivated, entrepreneurial
- Team player with good interpersonal skills

Contact:

For application and for further information, please contact us: info@gip-development.lu