IP Expert, China IPR SME Helpdesk (EC funded project)

Company: China IPR SME Helpdesk - European Chamber
Location: Beijing
Job function: Legal
Industry: Legal Services
Employment: Full time
Experience: Associate

Job description

Contract: Fixed-term Project Contract till 20th September, 2020 (may be extended)

The China IPR SME Helpdesk requires an in-house legal expert to provide SMEs with accurate advice and manage a team of external experts. This role encompasses a number of key tasks that support the project team including but not limited to:

- Customer advice:
  - Provide relevant timely and effective advice to businesses (within three working days), institutions and universities from COSME countries
  - Create a dialogue with clients and provide on-going advice where required
  - Record all answers provided and create template answers
  - Record all infringement cases with the ACRIS database
  - Ensure that 2/3 of the helpline users are satisfied with the service provided

- Expert management
  - Manage and update the expert list and ensure the right expert is used for the right training or material.

- Legal research and update
  - Assess the impact of the enquiry service through surveys and other forms of feedback and feedback to project
  - Work with project team to measure and increase number of enquiries.
  - Keep abreast of China and international IPR news.
  - Overview the production of an IP challenge report every 6 months. This should be in line with other reporting and should feed into steering meeting presentations/updates where appropriate.
  - Support research into the IPR challenges and regulations for specific industrial sectors in China
  - Overview the drafting of 20% of new guides
· Review the drafting of tailormade trade packages in collaboration with the other two regional Helpdesks.

- Represent the Helpdesk

· Present the Helpdesk services and an overview of IP in China to visiting business delegations

· Represent the Helpdesk at meetings with stakeholders including the European Delegation, European Chamber and Member State Embassies.

· Manage annual stakeholder meetings in China.

· Attend annual stakeholder and consortium meetings in Europe

Skills & experience

- Higher education degree, e.g. Law, Business Administration

- at least 3 years’ experience related to Intellectual Property

- Good analytical and organizational skills

- Excellent project management skills

- Outstanding verbal and written communicator

- Strong planning and analytical organisation skills

- Responsible, professional, open-minded, and strategic thinker

- Near native English speaker a must, other European languages and Mandarin are a plus

- Professional appearance and demeanor

How to apply

This position is open to any European Union national with a strong legal background in IP. Please send your cover letter, CV and salary expectation to bj_jobs@europeanchamber.com before 31st July, 2019.

Contact

- bj_jobs@europeanchamber.com.cn