



Forward thinking
Straight talking

IP Administration Assistant

JOB SPECIFICATION

ADAMSON JONES
part of Gateley

POSITION:	IP Administration Assistant
LOCATION:	Nottingham
CONTRACT TYPE:	Permanent

The *role*

Adamson Jones has an excellent opportunity for a full time, self-motivated IP administration assistant, who wishes to build their career in a growing team.

The Person

The successful candidate will need to be a highly organised individual with the ability to manage daily office operations and provide essential administrative support. The ideal candidate will be detail-oriented, efficient, and able to multitask in a fast-paced environment to ensure smooth functioning of the office. A proactive approach to work and a commitment to high quality work is a necessity!

Duties will be wide-ranging within this role and will include:

- Manage incoming emails promptly, directing them to the appropriate departments.
- Prepare and distribute internal communications, reports, and documents.
- Maintain organised filing systems.
- Answer and direct phone calls, emails, and other correspondence professionally.
- Provide general administrative support to management and staff as needed.

The full-time role (37.5 hours/week) is based in our Nottingham office. Flexible hybrid working arrangements are also available once the initial training period has been completed.

An excellent salary is on offer for the individual that meets the company's needs. Furthermore, the added benefits package is also one not to be missed! Gateley are fully embracing the new hybrid culture, so a mixture of both home and office working is available.

The *team*

Adamson Jones a part of Gateley, is a dedicated patent and trade mark practice specialising in obtaining intellectual property rights for businesses and organisations in the UK, Europe and throughout the world. As part of Gateley, we work in a progressive arrangement alongside our colleagues in the wider Group to provide clients with the benefits of joined up thinking and can offer our clients a greater breadth and depth of IP services.

As well as obtaining IP protection rights, we also assist in managing and maximising the value of our clients' IP portfolios to achieve their wider commercial goals, whether this relates to exit, licensing, generating investment or other commercial opportunities.

We work with clients ranging in size from start-ups and growing SMEs to established manufacturers and retailers, and have a global network of overseas IP associates, whose clients we represent in the UK and Europe.

We are proud of our culture and values, which are based on being forward thinking, straight talking, bright and open, and working together. We offer a supportive and collaborative working environment, where you can grow and develop your skills and knowledge.

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



