

A man in a grey suit and white shirt stands in a modern office with large windows, gesturing with his right hand while speaking to a group of people seated around a table. A woman with blonde hair is visible on the right, and a man is in the foreground on the left, seen from the back. A small potted plant sits on the table.

Forward thinking
Straight talking

Trade Mark Paralegal 12 Month Fixed-Term Contract

JOB SPECIFICATION

Gateley / IP

POSITION:	Trade Mark Paralegal - 12 Month Fixed-Term Contract
LOCATION:	London
CONTRACT TYPE:	Permanent

The *role*

Gateley IP is looking for a talented Trade Mark Paralegal to join our growing London team on a 12-month fixed-term contract. This is an excellent opportunity to play a key role within a collaborative and forward-thinking IP practice, gaining exposure to a broad range of high-quality work across multiple jurisdictions.

The *team*

Gateley IP is formed of three established attorney practices, Adamson Jones, Groom Wilkes & Wright and Symbiosis IP, and is the dedicated patent and trade mark attorney group within Gateley, a leading professional services business. Gateley employs around 1,500 people at offices across the UK. Our attorneys have the opportunity to work closely with solicitors and other professional advisers operating in a wide range of areas including corporate transactions, commercial agreements and disputes.

In June 2015, Gateley became the UK's first commercial law firm to list on the AIM market of the London Stock Exchange. Since then, Gateley have acquired a number of professional services businesses and legal practices, which offer clients a full and varied range of complementary business services. It is within this progressive culture at Gateley that Gateley IP is growing and expanding its reach through other Gateley offices.

Our clients include a range of small start-ups and established private companies to large corporations, as well as overseas firms based across the world. Our work is for UK-based and international clients across a wide range of commercial sectors and involves work across all areas of trade mark attorney practice including conducting clearance searches, drafting and filing trade mark applications throughout the world, managing watching services, advising clients about potential conflicts, handling oppositions and cancellation proceedings and associated settlement negotiations and providing strategic advice.

We have a strong support team including certified IP administrators who are client facing and support our trade mark attorneys to ensure casework is handled efficiently. We are committed to excellence in our work and we have a strong team ethos, with everyone at Gateley IP committed to working together to achieve the best for our clients.

The *person*

We are seeking a highly organised and detail-focused professional who thrives in a fast-paced environment. You will bring at least five years' experience in a similar role, alongside strong working knowledge of UK, EU and international trade mark processes. You'll be confident managing your own workload while also contributing effectively as part of a close-knit team.

A proactive mindset, strong attention to detail and a commitment to delivering high-quality work are essential.

What *you'll be doing*

- Your role will be varied and hands on, including:
- Preparing and filing UK, EU and international trade mark applications
- Supporting Trade Mark Attorneys across a wide range of matters
- Managing all stages of the trade mark lifecycle, including processing, checking and reporting

- Liaising with clients, fee earners and overseas agents
- Preparing and filing UK and international registered design applications
- Drafting cost estimates
- Maintaining and updating the firm's IP database with accuracy
- Providing wider administrative support to the team when required

About **you**

- At least five years' experience in a trade mark paralegal or similar role
- Strong knowledge of trade mark procedures across multiple jurisdictions
- Highly organised with excellent time management skills
- Confident working both independently and collaboratively
- A qualification such as the CITMA Paralegal Course is essential.

What **we offer**

This is a full-time position (37.5 hours per week) based in our London office, with hybrid working available. In return, we offer a competitive salary and a comprehensive benefits package, alongside the opportunity to work within a supportive and ambitious team.

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.



Gateley / LEGAL