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• International working environment with top-class and technology-focused mandates Review of all mail including beA messages, emails, faxes and courier shipments for deadlines with a focus on ZPO, trademark and patent matters and procurement procedures  
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• completed training to become a certified legal specialist  
• Very good practical knowledge of dealing with deadlines  
• very good knowledge of German and good knowledge of the English language  
• Flexibility and distinctive team and service behavior  
• structured and careful way of working  
• high willingness to communicate  
• Ability to prioritize work orders  
• Confident use of IT systems  
  
This is very important to our customer:  
  
Openness, friendliness and patience are among your basic qualities. You enjoy dealing with a wide variety of people and cultures.  
  
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