Job Description: Patent Research - Trainee

Company Profile:

ExpertLancing is a leading Intellectual Property management and technology advisory Services firm based in Gurgaon. We provide services in the form of **patent/technical document analysis, prior art searching, IP landscape analysis, patent portfolio management, freedom-to-operate, etc**.

Our vision is to provide full spectrum of expert IP solutions, across all technological domains to its clients.

We are looking for a **Patent Research - Trainee** to be part of the business operations team, and perform various tasks related to patent/IP research and analytics. Comprehensive and growth-oriented on-jobtraining will be provided to acquaint the trainees with the various research activities to be performed.

Roles & Responsibilities:

- Responsible for research and delivery of critical information and knowledge affecting the research, development and business performance of our clients.
- Research products, patents, and associated scientific/technical literature.
- Conducting various IP-related projects such as - Prior Art searches on paid/free patent databases including Patentability Searches (Novelty Searches), Invalidity/Validity Searches, FTO Searches, Non-patent Literature Searches, Infringement Searches, Claim-charts, etc.
- A thorough analysis of scientific literature and insightful summarization of the analysis.
- Deliver timely, value-added research reports.
- Analyse and summarize search results.
- Creating an initial understanding of the technical disclosures/inventions, creating search strategies, and executing search strategies.
- Extracting and evaluating search results, culling, report formation, mapping and result evaluation, rejection summary, and charts.
- Create, update & maintain the required reports with the correct information.
- Diligently execute project-related tasks as per the guidance and instructions of supervisors.

Skills & Competencies Required:

- Project Delivery, Diligence, and Accountability
- Excellent Research, Analytical and Comprehension skills
- Good inter-personal skills along with excellent verbal / written communication skills
- Passion for technology and innovation

Educational Qualification & Expertise Required:

- B.Tech. (ECE/EEE/ME/Bio-Tech/Pharmacy)
- Other technical qualifications as Macros, website development, blog writing, Graphic designing, coding, etc.will be preferable.
- Hands-on MS Office – Advance excel & presentation skills
- Sound technical knowledge in the respective domain is mandatory
- Good command over English

Please Note: There is a bond with a duration of 18 months from the date of joining.