Area: Legal

Job title: Product Paralegal

Reporting to: fakemail@foo.com

Salary: Confidential

Hours: 40h/week,

Location: London

## Key **skills** & duties

* Organize and assist in patent harvesting activities.
* Support for patents and other forms of intellectual property.
* Maintain intellectual property portfolio.
* Help create and manage our patent award program.
* Handle contract templates and guideline documents.
* Ensure compliance with branding policies.
* Support operations of the legal team manager.