



Legal assistant (m/f/d)

for trademarks and designs

Full-time

About us

df-mp was founded in 2000 and is one of the leading IP firms in the German and European legal market. With over 100 staff and eight practices, we support renowned national and international clients in the acquisition, defence, and enforcement of IP rights. Assignments cover all areas of trade mark, design, and copyright law.

This opportunity will help you build your litigation support skills, develop client relationships and contribute to the growth of our trademarks practice.

I. Responsibilities:

- Manage agenda
 - Screen and direct emails, mail, and phone calls
 - Maintain digital records
 - Prepare and file trademark applications with the German Patent and Trade Mark Office and the EUIPO
 - Draft and type correspondence with clients, foreign associates, and government agencies on trademark-related issues
 - Monitor deadlines
 - Manage all aspects of billing
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II. Qualifications:

- Completed training as a paralegal, translator, or equivalent qualification
- Several years of relevant experience
- Strong organisational skills and ability to work independently
- Excellent written and verbal communication skills

- Attention to detail and accuracy
 - Proficiency in MS Office-Suite and readiness to learn new software
 - Flexibility and strong teamworking ability
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III. Benefits:

- Possibility of remote work
 - Free public transport ticket
 - Office in downtown Munich
 - Flexible work hours within our flexitime scheme
 - Ergonomic office furniture
 - 30 days paid leave, additional extra days for special occasions
 - Individual training and development opportunities
 - 10% discount in selected shops
 - Free sodas and fruit
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IV. Sounds interesting?

We would be happy to receive your application stating this job description, your salary expectations and your earliest starting date at career@df-mp.com.