



120 years of passion for trademarks and patents. A continuous stream of innovation in client service design and delivery. A constant quest for cutting-edge intellectual and organizational excellence. A recognition as a market leader, well beyond our frontiers. A diversified premier team in Belgium and France. And a great team to work with, contributing to the protection of tomorrow's innovation. Currently, GEVERS is looking for an:

LEGAL ASSISTANT

GEVERS LEGAL - LOUVAIN-LA-NEUVE

WHO ARE WE LOOKING FOR?

An enthusiastic colleague to give support to our attorneys within IP law (i.e. Intellectual Property, mainly trademark, design and copyright) and associated branches of law, and to take care of the follow-up of their files (advice on IP matters, searches, filing of trademarks, domain names and designs, conflict handling, etc.).

YOUR RESPONSIBILITIES

Amongst others: Drafting letters and official documents – Preparation of legal files – Administration and follow-up of files, price-quotes, invoices and follow-up of billing – Accurate database input – Contact with clients by phone, e-mail or in meetings – Work together with other colleagues – Independent monitoring of deadlines – Administrative office management.

YOUR PROFILE

MORE INFO?

Call us at
+32 (0)2 715 37 11

You have a degree in an Administrative Orientation / Office Management / Languages - A degree in Applied Law or a Bachelor in Law is a plus – Preferable relevant experience (minimum 2 years) in a legal environment – With excellent command of French and English written and oral, and a basic knowledge of Dutch is a plus – Affinity with MS Office, internet research and database management – An eye for administrative and juridical precision – Able to work independent with respect to procedures and workflows - Sense of responsibility – Able to work alone but also in a team – Eager to learn and flexible – Stress resistant and able to cope with tight deadlines – Motivated with a positive attitude.

WHAT DO WE OFFER?

Interesting and varied work within a dynamic team that works closely together – Training in a fascinating legal area (IP) and possibilities for professional advancement – Full-time contract for an indefinite period – Attractive pay package supplemented by non-statutory benefits – Flexible working hours - Working in Louvain-la-Neuve.

INTERESTED?

Apply online on www.gevers.eu > jobs
Or send your motivation and your curriculum vitae at:
GEVERS - HR Department
Holidaystraat 5, 1831 Diegem

