

# Adding value to your innovation



European Experts in Intellectual Property  
Patents, Trademarks, Designs, Copyrights and Domain Names



GEVERS, with more than 110 years of passion for intellectual property is today market leader in the domain of 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, France, and Switzerland. And a great team to work with, contributing to the protection of tomorrow's innovation.

GEVERS is looking for a

## Fulltime Assistant - 'Patent' Department (M/F) Diegem

### WHO ARE WE LOOKING FOR?

A member of staff to assist patent counsels in the administrative follow-up of the cases they deal with (prior searches, filing, advice and disputes).

This work includes: telephone contact with clients – administrative follow-up of cases and applications – filing, accurate input of data into databases, drawing up basic correspondence, quotations and invoices, prior searches.

### WHAT DO WE OFFER?

Interesting and varied work within a dynamic team – Training in a fascinating legal area (patents) – Full-time contract for an indefinite period – Attractive pay package supplemented by non-statutory benefits (meal vouchers, group and hospital insurance) – Flexible working hours – Possibilities for professional advancement.

### YOUR PROFILE

Experienced in follow-up of administrative procedures (legal experience or graduate considered as an advantage) – Excellent command of French, Dutch and English, written and oral – Familiar with Internet research, MS office, Outlook and database management – Smooth and flawless use of language and communication – Responsible, with an eye for precision – Able to work independent with respect to existing procedures and workflows – Eager to learn and flexible – Stress resistant and able to cope with tight deadlines – Motivated with a positive attitude – Able to work alone but also in a small team.

Please send your motivation and your curriculum vitae at:  
GEVERS  
HR Department - Saskia Welvaarts  
Holidaystraat 5, 1831 Diegem  
e-mail : [saskia.welvaarts@gevers.eu](mailto:saskia.welvaarts@gevers.eu)

### MORE INFO?

call us at  
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