



Example of Intellectual Property Job Description

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Our growing company is searching for experienced candidates for the position of intellectual property. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for intellectual property

- Manage the input and maintenance of data in the Vegetable IP Tracking System to support global activities associated with timely data collection, and administration of Patent and PVP filings
- Analyze current IP Tracking information to generate crop specific data collection lists (including OP varieties, hybrids and parent lines) for PVP Crop Specialists in the US and Netherlands
- Manage crop specific Objective Description Form templates to ensure data collection is compliant with the current US Exhibit C and UPOV Technical Guideline requirements
- Coordinate DUS trials in support of PVP examinations in CA, AU and NZ
- Monitor vegetable germplasm Patent activity and initiate PVP process as necessary
- Provide initial and/or supplemental case information to Attorney including IP recommendations, sales status, data collection, parent line details, and existing protection
- Enter vegetable germplasm Patent data in SAP to support vegetable product labeling requirements
- Manage vegetable Patent records in Decipher to ensure direct correlation of to Plant Variety and PVP records
- Monitor global vegetable product advancement changes and initiate the necessary Patent and/or PVP related activity
- Maintain list of New Variety Introductions (NVI) for vegetables and report

Qualifications for intellectual property

- 4 year college degree preferred and/or paralegal training
- Previous IP experience preferred
- Previous clearance, rights and trademark experience preferred
- Previous legal/paralegal experience preferred
- Must have knowledge of internet use and research ability
- Must be fluent in Chinese (written and verbal)