Trained IP paralegals.  A position of trust and source of enthusiasm.

Varied tasks, independent work and an international environment are only a few of the advantages that many trained IP paralegals like about their profession. What is more, trained IP paralegals are at the cutting edge for professional reasons. An inventor wishing to secure an innovation with a patent, just like a fashion designer wanting to protect his collection with a registered design, will rely on the expertise of patent attorneys and hence also that of trained IP paralegals.

**Strong support.** Applying for and defending industrial property rights can be time-consuming and complex. For patent attorneys and patent departments in companies, the support provided by specially trained staff is of crucial importance. Trained IP paralegals play a role in the majority of the services involved in advising and representing clients.

**Proactivity is needed.** Trained IP paralegals independently take care of important areas of the work in a law firm or patent department. In addition to the classic tasks of a secretariat, such as organising the office, coordinating the diary and handling correspondence, there is also other work resulting from the field of industrial property rights which falls within the sphere of responsibility of the trained IP paralegals. In this context, proactive action and an ability to think out of the box are vital.

**Responsible for property rights in Germany and abroad.** Trained IP paralegals prepare applications for patents, utility models, designs and trade marks and other documents required for the protection, maintenance and defence of those property rights. In addition, they help in managing and monitoring property rights in Germany and abroad.

**Managing the diary of deadlines.** One particularly responsible duty of trained IP paralegals is to manage the diary of deadlines. Special care and precision are needed when calculating, recording and monitoring deadlines, particularly since failure to keep a deadline can lead to the loss of rights.