	Description
Function	**IP Paralegal**
Location / Contact	AC Immune SA, EPFL Innovation Park, Building B, 1015 Lausanne careers@acimmune.com
Percentage	60 % - available immediately
Reporting Line	Senior IP Associate
Company Profile	• AC Immune is a clinical-stage biopharmaceutical company emerging as a global leader in precision medicine to diagnose, treat and prevent neurodegenerative diseases. • 130+ Employees, 20+ nationalities, IPO in 2016, listed on NASDAQ. • AC Immune SA is a progressive, equal opportunity employer.
Job description	• AC Immune is seeking an IP Paralegal, responsible for managing administrative aspects of AC Immune's patent and trademark portfolio.
Key Responsibilities	• Docket and handle the database of the patent and trademark portfolio, including patent management system. • Manage annuity payments for patents/trademarks with external service providers. • Manage the execution, legalization, notarization and related matters of IP documents. • Manage IP archiving. • Monitor internal IP due dates. • Assist with providing formal responses and foreign filing instructions to external counsels. • Process IP-related invoices and assist with IP budget estimates.
Qualifications & Skills	*Required*: • CFC Commerce or Certificate of Advanced Studies (IP) Paralegal, or equivalent. • At least 3 years working experience in a similar position with a company or a law firm. • Personal features include: - Attention to detail. - Team player. - Excellent interpersonal and communication skills. - Ability to adapt priorities to meet company needs while maintaining effectiveness. - Good spoken and written English.