

Name of Firm: CSL Limited

About CSL CSL (ASX:CSL; USOTC:CSLLY) is a leading global biotechnology company with a dynamic portfolio of life-saving medicines, including those that treat haemophilia and immune deficiencies, as well as vaccines to prevent influenza. Since our start in 1916, we have been driven by our promise to save lives using the latest technologies. Today, CSL — including our two businesses, CSL Behring and Seqirus - provides life-saving products to more than 60 countries and employs nearly 20,000 people. Our unique combination of commercial strength, R&D focus and operational excellence enables us to identify, develop and deliver innovations so our patients can live life to the fullest.

Description: Patent Administrator

At CSL we are looking for a **Patent Administrator** to join us at our Parkville Melbourne Office. The incumbent in this role will be responsible for supporting all Patent related activities and other administrative functioning for the Patents and Licensing department. The role will be responsible for maintaining and developing CSL's patent files, patent database/s and related management systems and also provide time to time administrative and office management support.

Job Responsibilities

As the Patent Administrator, your Job Responsibilities will include:

- Receiving patent correspondence and ensuring patent files and the patent database are maintained accurately and updated on a timely basis
- Supporting Patent Attorneys with workflow by monitoring deadlines and providing them with relevant files and correspondence for action
- Generating regular patent action lists for attorneys and follow-up on actions
- Ensuring all patent invoices are received, recorded and paid
- Managing patent renewals with third party provider
- Tracking patent related costs and participate in the generation of the departmental budget
- Liaising with Patent Administrators in Patents and Licenses office in Marburg, Germany with the aim to develop joint systems and processes including in patent file management
- Providing occasional office administrative support including assisting with travel arrangements, completing/submitted expense reports in Concur, assisting with Meeting/Event planning, managing office stationery and other supplies

Contact: Priya Dinkar, Senior Talent Acquisition Lead, priya.dinkar@csl.com.au 0437338110

Apply via link: https://csl.recsolu.com/jobs/lx_2q-vcIFD8_YdS_HAWNw

• Requirements

- Minimum of 3-5 years' experience of managing a patent portfolio/docket
- Experienced in operating a patent database such as Memotech
- Experience paying patent renewal fees via a third party provider such as CPA Global
- Budgeting and cost reconciliation experience
- Knowledge of Australian and International patent systems
- Ability to maintain complex files, including effective prioritization of work tasks to ensure work deadlines are met
- Appreciation of the need for accuracy in documentation and records
- Effective communication and organization skills

- Ability to relate to people at a variety of levels on a broad range of issues
- Ability to work autonomously
- Computer literacy including knowledge of spreadsheets and ability to use databases
- **Qualifications**
 - A training certificate or similar in Patent and/or Legal administration will be well regarded.