

	<b>Description</b>
<b>Function</b>	<b>IP Paralegal</b>
<b>Location / Contact</b>	AC Immune SA, EPFL Innovation Park, Building B, 1015 Lausanne <a href="mailto:hr@acimmune.com">hr@acimmune.com</a>
<b>Percentage</b>	60 % - available immediately
<b>Reporting Line</b>	IP Group Leader
<b>Company Profile</b>	<ul style="list-style-type: none"> <li>• AC Immune is a clinical stage Swiss biotech company focused on the development of innovative therapeutics and diagnostics for Alzheimer's and other neurodegenerative diseases</li> <li>• 140+ Employees, 20+ nationalities, IPO in 2016, listed on NASDAQ</li> <li>• AC Immune SA is a progressive, equal opportunity employer</li> </ul>
<b>Job description</b>	<ul style="list-style-type: none"> <li>• AC Immune is seeking an IP Paralegal, responsible for managing administrative aspects of AC Immune's patent and trademark portfolios</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Docket and handle the database of the patent and trademark portfolios</li> <li>• Management of annuity payments, and legalizations and notarizations of IP documents</li> <li>• Assist with the IP archiving</li> <li>• Monitor internal IP due dates</li> <li>• Processing invoices</li> <li>• Assist with trademark monitoring</li> </ul>
<b>Qualifications &amp; Skills</b>	<p><i>Required:</i></p> <ul style="list-style-type: none"> <li>• CFC Commerce or Certificate of Advanced Studies (IP) Paralegal, or equivalent</li> <li>• At least 2 years working experience in a similar position with a company or a law firm</li> <li>• Personal features include:             <ul style="list-style-type: none"> <li>- Attention to detail</li> <li>- Team player</li> <li>- Excellent interpersonal and communication skills</li> <li>- Ability to adapt priorities to meet company needs while maintaining effectiveness</li> <li>- Good spoken and written English are required</li> </ul> </li> </ul>