

Patent Paralegal (60–100%)

We are seeking a dedicated and experienced **Patent Paralegal** who is enthusiastic about supporting innovative clients and contributing to a friendly and supportive team culture. The role is preferably based in our Berlin office, with flexible options for partial remote work. For candidates located outside the Berlin area, we are also open to full-time home office arrangements.

What You Can Expect

- A varied and engaging set of tasks in all formal aspects of intellectual property
 - Flexible structuring of working hours
 - A friendly, open, and uncomplicated working atmosphere
 - A conveniently located office near Alexanderplatz with excellent transport links
 - Attractive compensation
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Your Responsibilities

- Handling the formal aspects of patent, design, and trademark applications
 - Maintaining and managing electronic case files
 - Monitoring and administering deadlines
 - Communicating with clients and partners worldwide
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What You Bring

- Completed professional training as a patent paralegal
 - Several years of relevant (post-qualification) work experience
 - Confident command of written and spoken English and German
 - Proficient use of MS Office and digital communication tools
 - Ideally experienced with more than one IP management software solution
 - Independent, reliable, and well-structured working style
 - A strong client focus and a collaborative team orientation
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Ready to Make an Impact?

If this sounds like the right next step for you, we look forward to receiving your application by e-mail.

Contact: Dr. Karsten Cremer | karsten.cremer@synergyipgroup.com