

Currently, we have the following positions to be filled and we look forward to young and enthusiastic professionals to join us.

1. TRADE MARK EXECUTIVE

Requirements

- Bachelor's Degree, Post Graduate Diploma or Professional Degree in Administration/Management, Law, ICSA or any qualification in relation to trade mark; other disciplines are also encouraged to apply
- Required skill(s): MICROSOFT OFFICE.
- Possess relevant or similar experiences in handling Trade Mark matters or prosecution is an added advantage
- Possess strong command of English (Written & spoken)
- Candidate who is able to speak and write in Mandarin will have an added advantage
- Initiative & able to work independently
- Able to work under tight deadline
- Applicants should be Malaysian citizens or hold relevant residence status

Responsibilities

- Preparing and handling trade mark matters inclusive of prosecution in relation to Intellectual Property
- Liaising with the Malaysian Intellectual Property Office
- Managing matters and possess good time management
- Monitoring deadlines

2. PATENT ENGINEER

Requirements

- Bachelor's Degree, Post Graduate Diploma or Professional Degree in Science/ Engineering (Mechanical/Electronics), Chemistry, or related field. Other disciplines are also encouraged to apply
- Sound knowledge in preparing technical drawings will be an added advantage
- Possess relevant or similar experiences in handling Patent matters will be an added advantage
- Required skill(s): MICROSOFT OFFICE.
- Have strong passion for innovation & invention
- Possess strong command of English (Written & spoken)
- Candidate who is able to speak and write in Mandarin will have an added advantage
- Initiative & able to work independently
- Able to work under tight deadline

Responsibilities

- Preparing and handling patent matters inclusive of prosecution in relation to Intellectual Property
- Liaising with the Malaysian Intellectual Property Office
- Managing matters and possess good time management
- Monitoring deadlines

3. PATENT ASSISTANT

Requirements

- Computer literate and possess good communication skills
- Efficient in handling basic admin works such as preparing and filing documents, answering phone calls, etc.
- Excellent written and verbal communication skills in English and Mandarin
- Able to work independently with minimum supervision, under pressure & reliable
- Able to multi-task, pleasant and matured personality
- Possess good time management

Responsibilities

- Liaising with the Malaysian Intellectual Property Office
- Managing daily administration matters such as preparing quotation, filing documents, answering phone calls, etc.
- Monitoring deadlines
- Follow up with clients for patent matters

The firm operates on a 5 days' week and successful candidate can expect a competitive remuneration package and other benefits.

Those interested are invited to submit applications stating full personal particulars, qualifications, working experience, telephone contact, current & expected salary and a non-returnable photograph to bclim@intellect-worldwide.com

Only short listed candidates will be notified