

PERSONAL ASSISTANT / INTELLECTUAL PROPERTY ASSISTANT

IMBcom Pty Ltd is a private company owned by The University of Queensland which commercialises the discoveries arising from the leading-edge research being undertaken in one of the country's largest bioscience research organizations, The University's Institute for Molecular Bioscience (IMB). IMBcom is actively involved in establishing and developing new biotechnology start-up companies and forging collaborative partnerships with industry, including contracting research and negotiating licences and assignments.

The purpose of this role is to provide efficient and effective secretarial and administrative support to the Manager, Intellectual Property and Development and to be a key driver of the company's database for IP related information and legal contracts and agreements. A full Position Description follows.

To apply, please email a resume and cover letter to **Ms Lyn Rosen, Executive Assistant** at IMBcom at l.rosen@imbcom.com.au.

POSITION DESCRIPTION

Position Title:	Intellectual Property - Operations Assistant
Responsible for:	To provide administrative and support to the Manager, Intellectual Property and Development, and to be a key driver on the company's database for IP related information and legal contracts and agreements.
Reports to:	Manager, Intellectual Property and Development
Main Activities:	<ul style="list-style-type: none">• Intellectual Property Group Support: General administrative and secretarial support, maintain records of professional correspondence, document management (scanning, copying, reproduction, delivery & archiving), patent filing and creation of new patent files, organise meetings & relevant documentation, liaising with internal and external departments, University of Queensland legal offices and industry, daily mail schedule, document and template design, technology/project filing, management of IP invoices, recording and producing invoice sign off cost sheets, production of IP budget spreadsheets and monitoring expenditure, tracking expenditure for unusual and excessive costs. Obtaining timely approval for invoice payment. Logging patent deadlines. Compiling annual IP audit. Coordinating logging and filing of new IP disclosures.• Inteum C/S® Database Driver - Intellectual Property: Entering of patent data with accuracy and attention to quality and integrity of entries, scanning and attaching key patent documents, recording all patent correspondence, activities and documentation, general maintenance of current and specific IP data. Entering patent expenses• Inteum C/S® Database Driver - Agreements: Filing new legal contracts or agreements and creating new agreement files and coversheets. Assist in auditing data entry of agreements into database.• Relationship Management (RM) Support: Production of general correspondence, reports and presentations as required, including the handling of confidential and sensitive information; coordination of RM agendas and meetings; maintain records of professional correspondence; document management. Processing Material Transfer Agreements and Confidentiality Agreements through the University of Queensland legal system.

Key Skills:

- Ability to understand basic legal documents.
- Excellent organisational and communication skills
- Advanced working knowledge of computers using MS Windows and the internet (Word & Excel; PowerPoint)
- Database experience
- Time management skills
- Excellent typing and letter writing skills
- Experience in taking minutes

Typical Experience:

- Several years previous experience in similar role
- Legal office experience desirable

Personal Attributes:

- Reliability and ability to prioritise
- Mature, warm and friendly personality
- Ability to maintain confidentiality
- Ability to work unsupervised as well as part of a multidisciplinary team
- Professionalism and flexibility
- Focussed on attention to detail
- Ability to show initiative