



Renewals Team Leader



Who are Envoy?

Envoy are specialists in global IP annuities and renewals. Founded in 2008, Envoy's customers now stretch across 40 countries. Our clients include renowned patent and trade mark firms, global law firms, universities and blue chip corporations.

How to apply

Interested? Send your CV and covering letter (including details of your notice period) to Kim Magee at:
k.magee@envoyrenewals.com

About the job

We require an enthusiastic leader for our busy renewals team. Reporting to our Head of Operations, the successful applicant will ensure the fulfilment of client instructions to renew patent, trade mark and design registrations in all IP jurisdictions. With a remit to challenge and improve processes and work-flows, the role requires an emphasis on reliability, accuracy and efficiency. You will liaise internally with our Finance, Technology and Customer Care teams, and externally with Patent Offices and our network of agents around the world. Leading the team with a 'hands on' attitude, you should be capable and willing to both "do" and "coach".

About you

Suitable applicants will be very comfortable with analysing data, handling large data files and using Envoy's proprietary back office software. You will have a forensic mind able to determine and foresee potential issues and develop strategies to prevent them from becoming problems. Ideally, you will have the following skills & background:

- ✓ Previous Intellectual Property administration experience, for example, gained from a formalities position in private practice or industry;
- ✓ A meticulous eye for detail;
- ✓ Good interpersonal skills for liaising with practitioners in private practice;
- ✓ Presentation and client communication skills;
- ✓ Team leadership capability;
- ✓ The confidence and ability to step into a leadership role; and
- ✓ Technical aptitude for using and explaining on-line and IT systems.

The Renewals Team Leader is a key leadership role in an exciting and fast growing company. This is an important, full-time, permanent appointment offering excellent career prospects and remuneration for the right candidate.