



Patent Admin (特許事務)

Great Work-Life Balance!!

Job Information

Recruiter

ALBERTO K.K.

Job ID

1507742

Industry

Legal

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

3.5 million yen ~ 5.5 million yen

Work Hours

9:15- 17:30

Holidays

土・日・祝日、有給休暇、年末年始休暇等

Refreshed

June 4th, 2025 03:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

- Processing of applications and intermediate cases (responses to notices of reasons for refusal, etc.)
- Preparation and dispatch of reports, invoices, etc.
- Management of procedural deadlines and case progress using a deadline management system
- Customer service
- Support for patent attorneys

Required Skills

Over 1years of patend admin experience

TOEIC 550 or higher or equivalent English proficiency will be given preference

If you interested in this position please contact Ai at 080－4462-7881, ai@alberto-recruitment.com

もしご興味をお持ちいただけましたら、担当者 綿引（ワタヒキ）

（080－4462-7881, ai@alberto-recruitment.com）までお気軽にご連絡くださいませ。

この他にも、貴方様のご経験とご希望に合った案件をご提案させていただきます。

Company Description