

# IP Administrator/Paralegal



Ormskirk, West Lancashire



Up to £35,000 dependent on experience.



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## WHO ARE WE?

The NSG Group is a global leader in glass manufacturing in three business areas: Architectural, Automotive and Creative Technology.

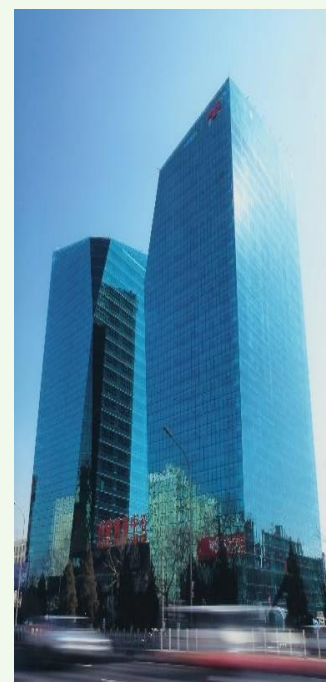
Our mission is to change our surroundings and improve our world. We work towards our Vision which is based on the strong belief in our long-held values: sincere and ethical culture, commitment to safety and technology and respect for people.

## THE ROLE

A vacancy has arisen for an IP Administrator/Paralegal (according to experience) within the Intellectual Property team based in the UK. The role is primarily concerned with executing the legal formalities associated with patents, designs and trademarks & supporting the team.

Duties of the role may include but are not limited to:

- Preparation and arranging execution of legal and official documents necessary for IP prosecution including, powers of attorney, assignments, notarisations and legalisations.
- Instructing and coordinating the filing of foreign patent applications and the validation of European Patents via the EPO or UPC.
- Attending to payments for patent office fees and processing foreign attorney invoices.
- Receiving and recording a range of communications and entering and updating the IP database accordingly.
- Preparation of official forms required by the UK or European Patent Office for filing domestic and international patent applications using dedicated software and on-line services.
- Filing/registration of new trademarks and designs.
- Managing and updating records for renewal fees.
- Administering NSG IP Agreements, preparing extensions and maintaining the agreements database.
- With other members of the IP team, review procedures to identify activities which can be incorporated into the role with a readiness to take on same and which allow more appropriate use of attorney time.
- Depending on experience, attending to a variety of other formalities activities associated with the role as may reasonably be requested by Group IP & Licensing Manager from time to time in support of the IP team and the wider R&D and business communities.



## WHAT ARE WE LOOKING FOR?

### You and your Skills

- Have or be willing to acquire detailed knowledge relating to all aspects of Intellectual Property.
- Ideally have a professional qualification in Patent Administration from the Chartered Institute of Patents Attorneys or be willing to attain this qualification.
- Be able to work as part of a team.
- Be customer focused and aim to understand customer needs.
- Have good attention to detail and take personal responsibility to achieve results and objectives.

### Benefits

- 25 days holiday plus bank holidays.
- Hybrid working.
- Pension plan – a defined contribution scheme with up to 8% employer contribution.
- Staff flexible working hours scheme.
- Staff Bonus Scheme pays up to 10% of basic salary (not guaranteed).
- Free on-site car parking.
- On-site canteen.
- On site fitness activities and events.
- Cycle to Work Scheme.

We give everyone an equal opportunity to contribute to their full potential and harness the richness of ideas.

If you believe you can take on the challenge, we very much want to hear from you. To apply please click [here](#).

Closing date is 19<sup>th</sup> December 2025