



European Communities Trade Mark Association

Job Profile **ECTA Legal Coordinator**

The Association wishes to hire a legal coordinator due to the departure of the current legal coordinator to the United States of America.

The Association has its headquarters and secretariat in Belgium. For the time being, it is still located in Antwerp, but will move to Brussels in the beginning of 2009.

Description of the Association

ECTA is an Association of legal experts in the field of trade marks and designs and has been set up following the Community Trade Mark and Design legislation. It has around 1.500 members from all 27 Member Countries of the European Union and quite a few members outside the EU (40 countries). The working language is English.

For more information, please visit the web site of the Association www.ecta.org.

Important job requirements.

- Legal background.
- Experience and/or diploma in intellectual property, but mainly in trade marks and designs.
- Multilingual (perfect command of the English language is a must, good command of French and/or Dutch is also required).
- Organised, self-committed, being able to take initiatives, good relationship skills, team spirit.
- Managerial skills.
- Good IT skills.

Function

- Lead the Secretariat of the Association in Brussels (3 persons).
- Follow the legislative developments on a European and International Level on IP matters (more specifically on trade marks and designs); react in a timely way to information requests and feedback from the relevant authorities (mainly OHIM, European Commission, WIPO).
- Develop the relations with the relevant National, EU and International authorities as well as with the other sister associations.
- Help to prepare, attend and report the different meetings of the Association, the Management and the Committees.

- Help to prepare the different publications (paper, CD-ROM, e-mail) and web site of the Association.
- Travel throughout Europe to attend various meetings (usually one or two days and approximately once a month).
- Promote the Association on all relevant occasions.

Part working from home may be envisaged.

Please contact and send your CV to Annick MOTTET HAUGAARD at Annick.Mottet@lydian.be.