

Brand Protection Formalities Paralegal

IP, Regulatory & Digital, Dublin

About Winston Taylor

Shoulder to shoulder in your breakthrough moments.

Winston Taylor is a transatlantic law firm built for the businesses, people, and markets driving capital and innovation.

Whether you're leading the way, disrupting an industry, entering a new phase of growth, or launching a defining product—we're in the room with you. In the action. Sleeves rolled up.

Embedded in your business and sharing your ambition, we take the work personally. Shaping what we do and how we do it around your goals and needs, always one step ahead of the moment.

With a rich history spanning both sides of the Atlantic, we are present in the major commercial centers that matter to our clients: the U.S., the U.K., Europe, Latin America, and the Middle East. Combining scale with the speed clients demand, our defining capabilities include Major Litigation, Critical Transactions, Strategic IP, and Private Wealth.

Our team of over 1,400 lawyers works hand-in-hand across markets, sectors, practice areas, and client teams. All-in problem solvers, we bring the creativity to think differently, and the pragmatism to get things done when it counts the most.

We're fluent in your world, with deep legal experience, rich sector knowledge, and active networks. Because in your business's most critical moments, you don't just need legal know-how. You need people who are deeply part of your world and ahead of where it's going.

The opportunity for you

Position summary

In response to continued success and an ever-increasing caseload, the Brand Protection team is once again expanding. The U.K. and Ireland team consists of team members located in our Liverpool, London, and Dublin offices.

A passion for IP is at the very heart of Winston Taylor. Our international Brands Practice manages more than 82,500 live marks worldwide. We offer a holistic, globally coordinated IP service, integrating litigation, prosecution, commercial, and strategic counsel through a single platform. Our practice is particularly active in life sciences, medical devices, pharmaceuticals and consumer health, technology, telecoms and semiconductors, media and entertainment, and luxury goods and consumer brands. As an employee of a global law firm serving the world's most innovative people and businesses, you will have the opportunity to support some of the most dynamic sectors and most interesting brands.

Your work will focus on EUIPO matters alongside Irish and U.K. registry work and international team liaison. Our team benefits from an active team with regular knowledge management sessions and a collaborative culture. Our Irish team is recently founded and expanding so this represents an opportunity to benefit from an established firm structure while playing a pivotal role in the expansion of our EU offering.

The role reports to the U.K. & Ireland Brand Protection Formalities Manager and the Partner leading the IP, Digital, and Regulatory practice in Dublin. The ideal candidate will have a proven track record in trade mark Formalities, including a high level of attention to detail and well-developed organizational skills.

Job title

Brand Protection Formalities
Paralegal

Recruiting manager

Head of Brand Formalities

Department

IP, Regulatory & Digital

Working hours

Monday to Friday
(9:30 am–5:30 pm)

Working at least three days a week
from our offices.

Location

Dublin

Perm/FTC

Permanent

Salary

€35,000

Working pattern

We are committed to finding the right person for this role and are open to discussing flexible working patterns.

The opportunity for you

Position responsibilities

- Prepare and file forms at the EUIPO to include trade mark applications, oppositions, assignments etc. and docketing/reporting prosecution stages.
- Monitor and manage the EUIPO user area. Process all incoming e-communications.
- Maintain accurate records on the firm's IP management system WebTMS.
- Liaise with clients, external counsel, and trade mark offices on routine and procedural matters.
- Deadline and diary management. Proficiency in reviewing and docketing correspondence and deadlines
- Prepare client correspondence and reports on portfolio status.
- Assist with the onboarding of new clients and matters
- Undertaking trade mark and design filing, and IPO Formalities tasks, working directly with the associates/attorneys and the partners.
- Completing and submitting U.K., EU, IR and national trade marks and design applications. Including liaising with foreign associates.
- Responding to questions from fee earners and other team members regarding trade mark, opposition & design formalities matters.
- Liaising directly with foreign associates regarding new trade mark and design applications, assignments and other IPO-related actions.
- Liaising directly with clients for reporting standing updates and handling portfolio related client queries, including preparing portfolio schedules.
- Checking and reporting certificates and other official documents. Including adding standard charges.
- Handling basic portfolio-related client queries, including preparing schedules.
- Conducting identical and proprietor searches.
- Assisting with checking and managing all deadlines for client portfolios.
- Preparing cost estimates for national and international filing and recordal projects.

The opportunity for you

Experience, skills, and qualifications

- Strong knowledge of EUIPO procedures and trade mark formalities.
- Excellent organizational and communication skills with strong attention to detail. Ability to manage multiple deadlines in a fast-paced, professional environment.
- Prior experience as an IP or trade mark paralegal, preferably within a law firm or in-house legal team.

Recruitment journey

Stage 1

Interview



Rob Fowler
Head of Talent
Acquisition & Strategy

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Hannah Jackson
Senior Recruitment
Manager

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Daniel Cheasley
Senior Recruitment
Advisor

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Stage 2

Interview two

Stage 3

Meet and greet
with some of
the team



Kendell Woods
Senior Recruitment
Advisor

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Meg Vaughan-Irving
Recruitment Senior
Coordinator

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Lottie Williams
Onboarding Senior
Advisor

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Stage 4

Induction

Stage 5

Ongoing
development

We are committed to making all stages of our recruitment process accessible to candidates with disabilities or long-term health conditions.

If you consider yourself to have a disability or long-term health condition, please feel free to be open about this at any point during the recruitment process. This will be dealt with in a confidential manner. If you are not sure what adjustments you require, we will work with you to establish the most suitable adjustments at each stage of the recruitment process.

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