Brand Protection Formalities Paralegal

IP, Regulatory and Digital, London or Liverpool

WINSTON TAYLOR.

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 team consists of fee earners and paralegals located in our Liverpool and London offices. The role reports to the Brand Protection Formalities Manager and the ideal candidate will have a proven track record in trade mark Formalities, including a high level of attention to detail and well-developed organisational skills.

Job title

Brand Protection Formalities Paralegal

Recruiting manager

Head of Brand Formalities

Department

IP, Regulatory and Digital

Working hours

Monday to Friday
(9:30 am–5:30 pm)

Working at least three days a week from our offices.

Location

London or Liverpool

Perm/FTC

Permanent

Salary

Competitive

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

- Undertaking trade mark and design filing, and IPO Formalities tasks, working directly with the associates/attorneys and the partners.
- Completing and submitting UK, 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.
- Timely and accurate entering/removing/amending of data in WebTMS system.
- Handling basic portfolio-related client queries, including preparing schedules.
- Conducting identical and proprietor searches.
- Assisting with checking and aging all deadlines for client portfolios.
- Preparing cost estimates for national and international filing and recordal projects.

The opportunity for you

Experience, skills, and qualifications

- Minimum two years' experience, preferably in private practice.
- CITMA Paralegal qualification desirable.
- Proficiency in using WebTMS or a similar IP records management system.
- Familiarity with the TrademarkNow platform.
- Team player with good communication skills.

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 Adviser

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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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