

# Vacancy

# Trademark administrator

Curaçao Trade Mark Agency, Inc. (CTMA), established in 1957 and affiliated to HBN Law & Tax, is one of the most qualified firms in the Dutch Caribbean for trademark related matters. Our firm has a service minded and efficient working team. Quality with a personal touch is what we focus on.

**CTMA renders a wide range of services, such as:**

- Registration with the Bureau for Intellectual Property ("BIP")
- Availability searches
- Maintenance services for trademarks
- Protection and commercial investigation
- Enforcement of intellectual property through litigation
- Assistance in obtaining international protection

CTMA has an excellent track record when it comes to intellectual property, client-oriented service and advice.

→ **We are looking to hire immediately a Trademark Administrator (full / part time).**

You are responsible for the national and international administrative supervision of trademark procedures. You keep track of all mutations in the database. You also assist with the depots, invoicing and look up information about the use of brands by customers or third parties.

**Primary job activities:**

- Take care of trademark submissions and ensure that all documentations are in compliance during the granting procedure
- Process correspondence for the trademark portfolio
- Monitor deadlines accurately
- Ensure the correct processing of data in an automated system
- Maintain contacts with national and international customers, agents and agencies
- Take care of incoming and outgoing correspondence

**Job requirements:**

- HBO working and thinking level
- A few years of relevant work experience
- Ability to communicate and write in Dutch and English
- Ability to set priorities, think along and pick things up quickly
- A flexible and customer-oriented attitude
- Ability to work in a structured, accurate and independent way
- Have an affinity with computer systems

Interested candidates please send your resume and cover letter to HR department at [hbm@hbnlawtax.com](mailto:hbm@hbnlawtax.com) or [calister.julisa@hbnlawtax.com](mailto:calister.julisa@hbnlawtax.com), before March 27, 2020.

