

Responsibilities:

- Day-to-day administration of NMB's intellectual property ("IP") portfolio, including Patents, Utility Innovations, PCTs, Copyrights, Trademarks, Industrial Design, Know How and other forms of IP.
- Assists in the preparation and filing of IP related documents, ensuring documents are processed in a timely and efficient manner complying with regulations and deadlines.
- Maintain accurate and up-to-date records of IP assets, including status, renewal deadlines, international filing deadlines, assignments, and licensing agreements.
- Collaborate with internal stakeholders to ensure accurate and timely preparation, filing, and prosecution of IP applications; managing correspondence related to IP matters and ensuring timely responses to inquiries.
- Execute IP financial administration matters including invoice management, vendor management, expense tracking and payment processing of IP services. Alignment with Group Finance to ensure budgets are accurately utilised.
- Manage and coordinate the internal reporting and documentation regarding the scope of IP matters, including budgetary allocation and projections, documentation and support materials for internal audits or compliance reviews.
- Support transactions involving IP, including due diligence and agreements.
- Facilitate internal training sessions to ensure company-wide understanding and adherence to IP policies and procedures.
- Work closely with cross-functional teams to facilitate the smooth flow of information and ensure that administrative processes align with the organisation's goals.
- Assist and support in the development and implementation of the company's IP strategy.

Qualification and Requirement:

- Bachelor of Engineering, Science, Law or a related field. Advanced degree or certification in Intellectual Property is preferred.
- A minimum of 2 years of relevant professional experience in an IP firm and/or in-house setting and/or universities with experience in nanotechnology, life science and/or biotechnology industry is highly preferred.
- Significant small and/or large patent preparation and prosecution experience, including familiarity with IP laws (Patent, Utility Innovation, Trademark, Copyright etc.) regulations and practices.
- Ability to approach IP creation and protection with a strategic mindset by anticipating future business, competitive and legal risks, and opportunities and offering creative solutions.
- Excellent research and analytical skills, with meticulous attention to detail.
- Positive relations with IP agents, industry and government contacts.
- Strong written and verbal communication skills, with the ability to convey complex information clearly and effectively.
- Familiar with Microsoft Office 365, SharePoint, Word, Excel and PowerPoint
- Must possess a good command of spoken and written Malay and English
- Must maintain a high degree of integrity and confidentiality.

Preferred Skills:

- Candidates should be innovative, look forward to challenging tasks, be a fast learner and be flexible to accept changes
- Able to work well with cross-functional teams
- Have practical experience in commercial aspects of IP such as licensing and monetisation.
- Demonstrates sound judgment with respect to understanding risks and associated trade-offs combined with strong negotiation skills.



- Pleasant and having good interpersonal skills,