

# VACANCY

## LEGAL ASSISTANT ✓



Join Us in Navigating the IP Landscape! Discover your role as a (part-time) Legal Assistant, shaping the future of IP law for Sint Maarten.

## Bureau for Intellectual Property Sint Maarten

The Bureau is an Independent Governing Body, and must obtain, manage and account for its own financial resources. The main objective of the Bureau is to facilitate the registration of trademarks, both nationally and internationally. The work of the Bureau is carried out at a high standard and in a highly legal environment.

### Knowledge and Skills

- A bachelors in Dutch Law (HBO) is required;
- Comprehensive knowledge of intellectual property law at both national and international levels, or willingness to acquire this expertise within a year;
- Has experience in providing legal and administrative support;
- Is capable of solving less well-defined, practical issues for which overview, analysis and application of existing knowledge are required;
- Proven ability to initiate, improve and implement processes, methods, best practices and/or systems;
- Is able to identify and analyze shortcomings in current procedures and processes;
- Is capable of working in line with work agreements, procedures, policy and budget;
- Is capable of convincing others by arguments based on facts, knowledge and logic
- Is capable of identifying what needs to be done and ensures clear agreements, procedures, tasks and schedules;
- Exhibits strong oral and written communication skills in English and Dutch.

- 📍 Sint Maarten
- 🎓 HBO 'LLB'
- 🕒 28 – 32hrs per week
- 📁 Scale 9 of BIP salary scales

### Important notice

Salaries at the Bureau are based on education and work experience in the relevant field and sector.

If you believe that this position fits your profile, please send your application to [HRAdmin@bip.sx](mailto:HRAdmin@bip.sx) attn: Mrs. V. Rosen- Sandiford. An assessment is part of the application procedure.

For more information about this position, please visit our website →



[www.bip.sx](http://www.bip.sx)

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