



Intellectual Property (IP) & Legal Specialist (m/f)

Part time (24 to 30 hours per week)

Date posted: September 27, 2019

Location: Vienna, Austria

About HOOKIPA:

HOOKIPA Pharma Inc. (NASDAQ: HOOK) is a clinical stage biopharmaceutical company developing a new class of immunotherapeutics, targeting infectious diseases and cancers based on its proprietary arenavirus platform that is designed to reprogram the body's immune system.

Position Summary:

HOOKIPA is looking for an Intellectual Property (IP) & Legal Specialist (m/f) to provide an advanced level of administrative support to HOOKIPA's IP and Legal departments. The IP & Legal Specialist is responsible for administration of the company's Intellectual Property and Contract databases and manages the IP docket system. Furthermore, the IP & Legal Specialist is responsible for managing HOOKIPA's contract database, assisting the legal department with basic contract negotiations and assisting the company secretary in matters relating to the Board of Directors. The ideal candidate has strong organizational and prioritization skills, at least 2 years of working experience relating to IP and/or legal matters and is familiar with handling confidential or sensitive information.

Main Responsibilities:

- Assisting the Executive Director – Licensing & IP in all IP matters, including:
 - Administration of internal IP database
 - Maintenance of due date calendar to ensure that all dates are met
 - Organizing and monitoring payment of maintenance fees, pre-grant annuities, and post-grant renewals for HOOKIPA's patent portfolio
 - Electronic filing of all communications between HOOKIPA and foreign counsels
 - Assistance with internal invention disclosure process
 - Assistance with monthly review of IP related invoices
 - Search of patent and trademark office websites
- Assisting the Senior Director – Legal in all legal matters, including:
 - Contract management
 - Compliance
 - Corporate Governance
 - Communications with the Board and preparations for Board meetings
 - Negotiating agreements with third parties, including confidentiality agreements, service agreements, consulting agreements etc.

Qualifications:

- Excellent time and deadline management skills
- Ability to prioritize assignments and reprioritize quickly and efficiently
- Ability to quickly review and analyze correspondence to determine actions due and applicable deadlines
- Effective oral and written communication skills in English and German
- High attention to detail and accuracy
- Good organizational and analytical skills
- Comfort and familiarity with handling confidential information



What we offer:

- Strong team with dedicated and passionate scientists
- State of the art infrastructure
- Excellent working atmosphere
- Opportunities for personal development
- Working in a multinational and multicultural environment

We are required by Austrian law to post a minimum salary. The minimum monthly gross salary for this position is EUR 2.429,- based on fulltime (40 hours per week); depending on experience and qualification salary can be negotiated. In addition, we offer a performance-related bonus payment and participation in our stock option compensation program.

Starting date: As soon as possible

Contact:

If you (m/f) are interested in this challenging position, please send your CV including cover letter and credentials to: **talent@hookipapharma.com**

For more information on HOOKIPA please visit www.hookipapharma.com