

Jecho Laboratories Job Opportunity

TITLE: IP Specialist
LOCATION: Frederick, MD
REQ#: 24-002

Overview:

Join Jecho Laboratories, Inc. (Jecho Labs), a dynamic drug discovery company at the forefront of developing cutting-edge therapeutic biologics, such as monoclonal antibodies, cytokines, immunotoxins, and vaccines. Our focus spans a diverse array of diseases, with a primary emphasis on cancer and infectious diseases. Jecho Labs is in Frederick Maryland.

We're currently seeking a qualified candidate for the role of Specialist in the Information and Intellectual Property Office (IIPO). Reporting to the Head of IIPO, you'll work closely with colleagues in various internal departments and external collaborators in managing the company's proprietary information and intellectual properties.

Essential Job Functions:

- Coordinate efforts among technical departments and individuals in filing patents or internal invention reports.
- Perform initial patentability and freedom to operate analysis.
- Assist the Head of IIPO in reviewing technical disclosure for patent applications as well as manuscripts for publications.
- Interact with external patent agents and patent offices to initiate and follow up with filing patent applications, responding to Office Actions, and maintaining the life cycle of existing patents.
- Build and maintain a catalog of company proprietary information and intellectual properties.
- Assist the Head of IIPO in reviewing information management policy compliance.
- Prepare routine IP information briefing.
- Perform other office duties as assigned.

Minimum Requirements:

- Master's degree in life sciences.
- Familiarity with Microsoft Office software.
- Functional knowledge of immunology, molecular biology, and biopharmaceutical development.
- Previous patent related experience, such as drafting invention report/patent application, performing patent landscape search, preparing response to patent Office Actions is a plus.
- Excellent verbal and written communication skills.
- Ability to work collaboratively across functions.
- This position may require you standing/sitting/walking in the office and lab for routinely 8 hours, as well as lifting weight up to 30 pounds.

Compensation:

- Jecho offers a competitive salary (commensurate with experience) and an excellent benefits package.
- Jecho is an equal opportunity employer.

Disclaimer

- Jecho Labs is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.
- This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and the employee may be required to perform additional functions.
- The job description is subject to change by the employer as the organizational needs and requirements of the job change.

Please submit resumes to hr@Jecholabs.com.