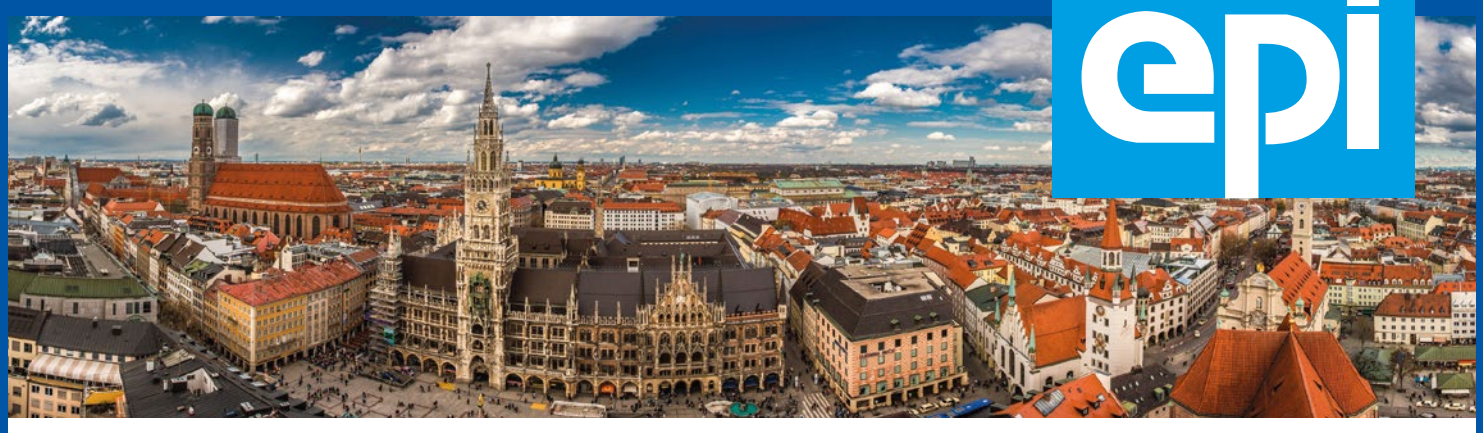
Institute of Professional Representatives
before the European Patent Office



Munich as the epicenter of Europe

and you right in the middle of it all as Office Coordinator with a focus on accounts receivable for the professional organization of European patent attorneys!

As a professional organization, the Institute of Professional Representatives before the European Patent Office (**epi**) currently represents 14,600 European patent attorneys from 39 countries. The center of our activities is located in our secretariat in Munich. Of course, we don't send earthquakes through Europe from here, but rather a wealth of professional expertise.

The core areas of the **epi** include monitoring professional rules, promoting and developing the profession, training and continuing education, and representing the interests of our members.

Our members, who are generally volunteers, work together with other institutions such as the European Patent Office (EPO). In order to continue to provide our members with the best possible support in their voluntary work and to enable us to make data-driven decisions, we urgently need the expert support of an

Office Coordinator with a focus on accounts receivable

(m/w/d)

A varied range of tasks for an organized and accurate office and accounting talent

After a structured introduction, you will work independently, punctually, and accurately on all business transactions and correspondence with our members, customers, business partners, and employees. You will ensure that our office is always well organized and confidently use digital solutions for various customer and colleague requests.

Typical tasks include

- Mail and communication: Processing central inquiries, forwarding and responding to all correspondence related to members, business partners, and accounts receivable accounting
- Accounts receivable: Preparing invoices (including annual membership invoices) and credit notes, handling reminders, checking open items, and assisting with the administration of member resignations
- Inputting and maintaining master data in the CRM system and accurately managing direct debit mandates
- EPO liaison: Point of contact for the EPO, in particular the legal department with regard to **epi** membership and related accounting activities
- Facility management: Central point of contact for property management, cleaning services, and other office service providers. Organizing meeting rooms, ordering office supplies, obtaining quotes, and managing contract documents.
- Office administration: Creation and maintenance of manuals and checklists for secretarial processes. Efficient management of office supplies such as beverages, paper, coffee, and cleaning materials.
- Technical support: Assistance with troubleshooting office equipment (e.g., printers, copiers) and with the use of video conferencing tools in the meeting rooms.
- Additional support for accounting (e.g., booking expense reports, credit cards, and PayPal imports)
- In close cooperation with the finance department, you will continuously improve accounts receivable processes and drive forward the digitization of the institute

At our institute, you will take on a wide range of tasks that place high demands on your professional skills. As the point of contact for epi members and the entire team, you will also be very friendly and communicative, also when adressed in English.

The professional requirements include

- Successfully completed commercial training or a degree in economics (preferably with a bachelor's degree) followed by work experience in accounts receivable.
- Very good written and spoken German and English; ideally also French from level B2 (not a must have).
- Very high accuracy and excellent time management
- Independent way of working complemented by a strong team spirit
- High customer and service orientation
- Confident use of MS 365 (Teams, Excel, Word, PowerPoint, Forms, etc.)
- Basic knowledge of ERP and CRM systems; ideally Diamant and Orbis (not a must have)
- No fear of IT systems

You are the right fit for us if you enjoy working independently but also value contact with supportive colleagues. You enjoy exchanging ideas with others and have strong communication skills. You are motivated by your own hands-on mentality and the desire to be satisfied with yourself and your performance at the end of the day.

Your commitment will be rewarded with fair conditions, varied tasks and lots of exciting contacts

A friendly and open team awaits you at our Munich location. Your ergonomically equipped workplace is located in a modern office near Munich's main train station. Flat hierarchies characterize our organization, as does a committed team spirit. We are informal and have a welcoming culture that includes people from all countries and cultures.

A fair salary and 31.5 days of vacation are among the basic conditions you can count on with us.
In addition, we offer you

- Coverage of MVV costs up to €1,500 per year.
- A subsidy for direct insurance.
- Mobile working possible on a daily basis.
- Free refreshments, a weekly fruit basket, and free participation in a weekly sports program.
- Regular team events as well as birthday and Christmas gifts within the tax-free limits provided by law.

We are happy to support you in your professional development to the best of our ability, for example through participation in training seminars and individual coaching sessions financed by us.

Is this exactly what you are looking for?

Then we look forward to receiving your application documents by email (max. 5 MB) to:
application@patentepi.org

or by post to:
epi (European Patent Institute) Lisa Hauke, Bayerstraße 83, 80335 Munich

If you have any questions in advance, please contact Ms. Lisa Hauke at:
089 – 24 20 52 216 or by email at: **lisa.hauke@patentepi.org**