



FSC Global Development

1. IDENTIFICATION

Position Title: Trademark Officer

Reports To: Trademark Manager

Coordinates & Interfaces With:

- FSC Nominated Agents
- FSC Accredited Certification Bodies
- Trademark License Holders
- Trademark Services Unit Staff
- FSC Global Development Staff
- FSC Staff (Local and Remote)

2. ABOUT FSC GLOBAL DEVELOPMENT

The newly formed business unit of FSC is charged with developing strategies to support continued growth of demand for FSC products and to support credible, accurate marketing and promotion of FSC products by the global network of certificate holders, partners and others. Development of a platform of support tools and establishment of direct relationships with license holders will assist in enhancing the successes of certificate holders and in protecting and maintaining the credibility of the FSC brand.

3. POSITION DESCRIPTION

The Trademark Officer reports to the Trademark Manager. The incumbent will provide support to FSC trademark approval processes, provide training, advice and clarification of FSC trademark requirements to various parties. The position will also support resolution of trademark misuse and infringement matters. He/She will participate in specific trademark projects and administrative tasks as assigned by the FSC Trademark Manager.

Specific responsibilities include:

- Support and follow up on the trademark approval process to the global network of trademark approvers and users.
- Respond to inquiries from trademark approvers and license holders regarding Trademark requirements
- Complete annual review of trademark approving parties to assess compliance with



requirements

- Complete required surveillance reviews of trademark approvers and license holders to assist in maintaining quality assurance standards
- Deliver training to trademark approvers regarding trademark use requirements
- Support the development of guides, training materials and graphics.
- Support in developing and maintaining services for trademark management
- Maintenance and control of various database and files for trademark approvals
- Special projects as assigned by the TSU manager
 - For example, investigations to support licensing decisions, development of trademark violation reporting programs

4. QUALIFICATIONS / SKILLS NEEDED

- Team Membership Skills - ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds
- Exceptional Interpersonal Skills – communicates well and convincingly while possessing active-listening skills, being able to facilitate interactive discussion and maintaining positive interpersonal relations and confidence
 - Ability to work well in a team environment with a global scope. Many team members will be located in remote offices; face to face interaction will not be possible.
- Organizational skills – proven ability to plan and organize work
 - Strong client service focus
 - Demonstrated ability to generate quality results in work environment with multiple priorities
 - Able to identify opportunities for creating services that benefit the network and suggest improvements in process and procedure
 - Ability to multi-task and manage time effectively, excellent organizational and analytical skills
- Education and Training – performs his/her work in English
 - Excellent command of the English language
 - Fluency in a second language will be evaluated favorably
 - Marketing or client service experience is an asset for this position
 - Experience working with FSC trademarks rules will benefit the applicant but is not required
 - Must have strong MS office skills



5. WORKING CONDITIONS:

- The position is based in Bonn, Germany.
- Forty working hours per week.
- Sporadic travel might be required.
- Two year contract.
- 30 days holiday per year
- FSC is an equal opportunity employer and does not discriminate on the basis of gender, nationality or religion.

How to apply

All applications, full CV/resume and a covering motivation letter should be sent to Ms Guillermina Garza, Head of the Director's Office, via e-mail g.garza@fsc.org or via post to Forest Stewardship Council International Centre, Charles-de-Gaulle-Strasse 5, 53113 Bonn, Germany.

Please refer to this code in the subject line of the email when you apply: **01.10 Trademark Officer**

Further information is available by visiting the FSC web site www.fsc.org

Applications should be submitted by **15 January 2010**

Only short-listed candidates will be contacted.