

What Our People Say

We think Mathys & Squire is a great place to work. But don't just take our word for it - hear what our employees have to say.



Laura Malone
Secretary

Why did you decide on a career in IP?

To be honest, I stumbled into IP! My career began 8 years ago working as a Receptionist for Mathys & Squire. The front of house role appealed to my sociable side and I slowly began to learn a little bit more about the world of IP.

After 2 years with the Reception team I changed department and trained to become a Patent Secretary... I have remained at Mathys ever since!

The skills you use most in your role are...

The secretarial role I have at Mathys means that I support numerous attorneys with their busy diaries and calendars, so being organised is very important. My daily routine generally involves preparing case documentation, transcribing audio dictation, and liaising with clients (who are often in different time zones) to arrange calls/meetings etc. As a result, attention to detail is vital.

What do you like most about your role?

I have always considered myself to be a "people person" and so I get a lot of job satisfaction out of making other people's lives run more smoothly.

I work with very ambitious, hard working people - knowing that my efforts toward organising and supporting them is truly valued and appreciated is a great feeling.

What do you like most about working at Mathys & Squire?

Perhaps I am biased because I have worked at Mathys & Squire for sometime now, but I am lucky enough to work with some genuinely lovely people. I enjoy working with them and attending the many social events Mathys organises throughout the year.

Mathys has allowed me to grow and progress within it and over the years I have been sent on various courses to develop my knowledge of IP (such as the CIPA Patent Administrator's course) and to keep on advancing.

What tips do you have for new joiners?

From an 'administrative support' point of view, my advice to a new starter would be to have both a good work ethic (of course) but also a bit of charisma.

As much as the job involves being organised and precise, it also involves working closely with people who need to rely on and trust you. A good sense of humour can go a long way when you are working with the same people every day.



Jacqueline Wright
Secretary

What attracted you to the role?

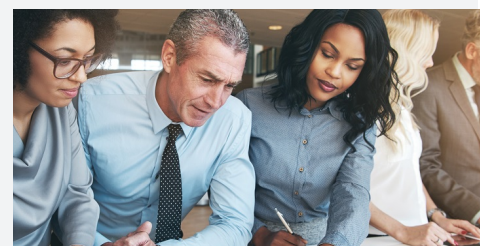
I was ready for a new challenge and thought this was the perfect opportunity! I had heard that Mathys had an excellent training and support network and that employees were highly valued. I knew this kind of environment and role would help to fulfill my ambition and help me reach my desired goals.

The best part of being a secretary is . . .

There is rarely a day when I'm not learning something new – this can be challenging at times, but also very rewarding for my development. I work with a fabulous team, and I consider many of my colleagues friends, which makes coming to work enjoyable!

The biggest challenge has been...

The CIPA Patent Administrator Course but I had a great mentor and support network around me.



I am lucky enough to work with some genuinely lovely people. I enjoy working with them and attending the many social events Mathys organises throughout the year.

Why did you choose Mathys & Squire?

Having worked for a competitor, I knew Mathys were highly regarded within the industry. However it was mainly the investment into their employees that drew me to the company. It was only once I had met the team I would be working with, (many who I now consider to be good friends) that I knew Mathys would be a great fit for my personality and work ethic.

What does your day look like?

I provide secretarial and administrative support to two fee earners, ensuring that work is processed accurately and efficiently, and that targets and deadlines are met. I ensure that our files and records are maintained accurately, including ensuring that our contact database and case records are up to date. I also prepare case schedules, copy type, draft letters and invoices, organise meetings, and prepare and file patent applications amongst other associated official documentation worldwide.

Top tip for a new joiner would be...

Get involved with the firm's social activities – it will be a great way to meet everyone!



Sharon Bell
Secretary

What does your day look like?

Busy! But I love it! I work for a Partner, Managing Associate and an Associate. About 80% of my substantive work I carry out remotely; the remainder being paper in nature. There are always lots of emails and bills to process and queries to figure out.

The best part of being a secretary is...

I am never bored. I have a really nice relationship with my bosses and I get to help out others.

The biggest challenge has been...

Meeting the end of month billing deadlines.... But I like a challenge!

Top tip for a new joiner would be...

Make clear notes (I can't stress this enough!) and formulate a set of standard letters to refer back to.

Why did you choose Mathys & Squire?

A former colleague recommended the company to me describing it as being an exceptionally sociable and rewarding place to work.

After 17 months I am happy to say I agree!

Are you interested in joining us?

We would love to hear from you.

Please visit mathys-squire.com/careers to see our current opportunities.

If you would like to have a confidential discussion about any of our roles, please contact our HR Adviser, Lorraine Doherty.

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