

ROLE: Intellectual Property Clerk (Support Team)

A BIT ABOUT US

PCK (www.pckip.com) is a leading intellectual property practice. PCK supports a broad range of IP services with a particular focus on the preparation and filing of patent and trademark applications around the globe. PCK is the only cross-border boutique IP firm in North America, with offices in Toronto and Boston and satellite offices in Waterloo and Washington DC. We draft originating patent applications for a range of clients including several of the world's largest technology companies as well as mid-size and start-up companies. Our professionals include seasoned patent agents, trademark agents and general counsel with experience across a broad range of industries and technologies.

PCK has a friendly working environment and a loyal client base. We have a state-of-the-art technology platform, are a paperless firm, have workflow and billing engines and an AI engine for automatically docketing correspondence. We are committed to continuous investment and improvement.

For each client, we tailor the right combination of professionals and technology to meet their specific needs. Having the above reputation starts with having an incredible team and we foster an environment where staff know they are appreciated, and their wellbeing and happiness is of paramount importance to the PCK Team!

THE OPPORTUNITY

As PCK continues to grow, we are looking for an IP Clerk to join our Support Team who is passionate about making meaningful contributions. Responsibilities include but are not limited to:

- Patent and trademark docketing
- Assist with docketing inbox triage
- Assist with AI docketing application
- Daily Industry-Canada hand deliveries
- Train on Canadian and foreign patent and design maintenance fees to assist annuity clerk's workload
- File transfer in (trademark and patent) and file transfer out (trademark)
- Trademark Renewals (CA and Foreign) – reviewing internal system and Trademark Office records, sending reminders to clients, paying renewal fees, docketing and reporting Renewal Notifications/Acknowledgements. Trademark Renewals (US) – Confirming due dates and updating PCK system.
- Monitor Canadian cases on the CIPO website to verify if annuity paid by other channel
- Save and docket monthly status checks and advise teams
- Backup annuity clerk and docketing clerk
- Any other tasks that may be assigned from time to time

THE SKILL SET

- 2-3 years docketing experience
- Prior file transfer in and out experience required
- Prior trademark renewals experience an asset
- Prior maintenance fee experience an asset
- Positive attitude, a passion to succeed, flexible and able to adapt to change
- Knowledge of legal terminology, procedures and statuses
- Client service skills and the ability to communicate clearly and professionally
- Attention to detail is critical; well-organized and able to prioritize work.
- Prior experience on PATRICIA an asset
- Energetic, used to working in a fast-paced environment and working effectively under pressure
- An enthusiasm and aptitude for using advanced legal technology

For the safety of our staff, at this time we are all working remotely. When the staff return to the office, this position will require you to work out of our Toronto office.

Please submit your resume and cover letter online to hr@pckip.com.

PCK is an equal opportunity employer committed to creating a diverse environment for all employees and job applicants. Accommodation is available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.