

**ROLE:** Intellectual Property Clerk  
**START DATE:** As soon as possible

## A BIT ABOUT US

PCK Intellectual Property (“PCK”) prepares patents and trademarks for leading technology companies across the globe. Founded 17 years ago, we are a top-tier, boutique professional services firm comprised of patent and trademark agents with advanced degrees in engineering, science, mathematics and physics. We protect innovations for technology companies across a range of technologies including, software, telecommunications, medical devices, oil and gas, chemistry and biology. We represent leading technology companies across the globe to protect their intellectual property. Our professionals are recognized as global leaders in the field of intellectual property.

Diversity is an important firm value. We are committed to providing equal opportunities in employment, to fostering a diverse and inclusive workplace, and to providing a workplace which is free from discrimination and harassment. We welcome applications from equity deserving groups, including Indigenous, Black, other people of colour, persons with disabilities, women, and members of LGBTQIA2S+ communities.

We balance professional excellence with a friendly working environment and a loyal client base. Our reputation starts with having an incredible team. We foster an environment where staff know they are appreciated, and their wellbeing and happiness is of paramount importance to the PCK family!

## THE OPPORTUNITY

As PCK continues to grow, we are looking for an IP Clerk who is experienced in building lasting customer relationships and is passionate about making meaningful contributions.

Responsibilities include but are not limited to:

- Preparing and filing patent applications for CIPO, USPTO, WIPO and other foreign jurisdictions.
- Review and analyze documents.
- Preparing formal legal documents for filing with the various PTO’s including but not limited to Inventorship Declarations, Assignments and Powers of Attorney.
- Clerical support for freedom to operate, validity opinions, oppositions and licensing.
- Managing multiple priorities and ensuring important deadlines are met.
- Monitor and respond to time sensitive matters.
- Reviewing correspondences and ensure actions are taken and docketed appropriately.
- Corresponding with clients and foreign associates.
- Manage duties related to accounting.
- An enthusiasm and aptitude for using advanced legal technology.
- Any other tasks that may be assigned from time to time.

## **THE SKILL SET**

- 3-5 years experience with patent prosecution
- Experience with trademarks preferred and considered an asset
- General experience as a law clerk preferred and considered an asset
- Knowledge of legal terminology, procedures and statuses
- Energetic, used to working in a fast-paced environment and working effectively under pressure
- Positive attitude, a passion to succeed, surpasses expectation, flexible and able to adapt to change
- Advanced skills with Microsoft Office
- Client service skills, having the ability to communicate clearly and professionally
- Exceptional interpersonal skills and verbal/written communication skills
- Attention to detail is critical
- Well organized and the ability to prioritize work
- Career orientated, willing to develop and grow with the organization

PCK is committed to accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify us at [hr@pckip.com](mailto:hr@pckip.com).

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