



ROLE: Junior Process Engineer

A BIT ABOUT US

PCK Intellectual Property (“PCK”) is an intellectual property firm focusing on originating drafting and prosecution of patents and trademarks. PCK utilizes Patricia (www.patrix.com) an advanced workflow software engine to manage workloads, client portfolios and electronic document management. We have a friendly working environment and a loyal client base. 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. 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

PCK requires an energetic and creative Junior Process Engineer to configure, maintain, and develop workflows and automation tools. This position can either work out of our Toronto office or be remote. The successful candidate will have an opportunity to enhance the intellectual property practice within a culture that embraces automation. Responsibilities include but are not limited to:

- Ability to develop and implement standardized engineering practices and provide detailed documentation upon project completion.
- Participating and assisting in the software development cycle by analyzing, designing and developing new features and products. Analyze current automated processes for improvements and modifications to optimize performance.
- Assisting with designing, building and testing different configurations to identify the appropriate solution.
- Reviewing and editing database information for data analysis and report generation.
- Architect, maintain and deploy workflows used for tracking legal deadlines and business logic. Work on large scale projects regarding the automation of patent, trademark and copyright procurement worldwide.
- Contribute to the enhancement of the functionality, performance, and scalability of automated systems.
- Documenting procedures and protocols on the firm's wiki and take minutes at meetings.
- Ensure that processes maintain data integrity.
- Quality testing and day-to-day helpdesk support.
- Other duties as assigned from time to time.

THE SKILL SET

- Computer science background required
- Experience with databases and coding skills an asset
- Ability to analyze data using Excel functions
- Experience with automated software and system management tools

Perry + Currier
Patent and Trademark Agents
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PCK comprises three firms: Perry + Currier, a patent and trademark agency, PCK IP Lawyers LLP (formerly Currier + Kao LLP), a law firm regulated by the Law Society of Ontario and PCK IP Lawyers (USA) P.C., a law firm regulated by the District of Columbia Bar. The three firms operate as separate practices due to local regulatory requirements. Feeney Law Group serves clients in the State of Rhode Island and outsources its back-end services to PCK IP Lawyers (USA) P.C.



- Must be able to create and read logic and flow diagrams for program design, programming, simulation and testing, and start-up
- Experience with workflow engine or inventory management software or database experience would be considered an asset
- Excellent communication/empathy, customer service and people skills required and ability to provide user assistance/training
- Exceptional problem solving, troubleshooting and analytical thinking skills
- Able to adapt quickly and follow procedural documentation
- Demonstrates the ability to manage time, identify priorities and stay current on tasks
- Availability for on-call for evenings, weekends and holidays for scheduled maintenance and unplanned system failures

For the safety of our staff, at this time we are all working remotely.

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.

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