

Senior Patent Litigation Paralegal

Job ID

REQ-10064204

Mar 04, 2026

LOC_CH

About the Role

Key Responsibilities:

- Independently support in-house patent litigation counsel on enforcement and defense matters, and coordinate with external counsel and business partners.
- Serve as an operations anchor for litigation matters: track status, maintain documentation, and ensure timely follow-ups on actions and deliverables.
- Maintain accurate, audit-ready records in systems to enable reliable reporting and visibility.
- Prepare concise meeting summaries and action logs from litigation discussions; drive follow-through across stakeholders.
- Support litigation budget planning and forecasting; liaise with internal stakeholders, external counsel, and finance partners as needed.
- Lead litigation operations improvements including procedures, workflows, templates, embrace the use of AI technology – supporting the implementation of updated processes and guidelines.
- Act as a key point of contact for information flow across local counsel/local teams; support effective document and data management and use of relevant databases and tools.
- Mentor and guide junior paralegals and coordinators; share best practices and strengthen team capability.

Essential Requirements:

- Relevant degree, or equivalent experience. Paralegal qualification/ certifications or equivalent
- Proficiency in English required – spoken & written, other languages is an asset.
- Demonstrated professional experience as an IP paralegal or equivalent in an IP litigation law firm or corporation.
- Extensive experience in autonomously providing complex patent litigation support in a large multinational company preferably in-house, or in a law firm.
- Able to work autonomously in preparation of draft schedules and supporting documents for subsequent attorney review - able to communicate with business clients in multiple countries.
- Excellent team-player with exemplary interpersonal skills - Reliable, service-oriented with impeccable integrity and willingness to learn.
- Proven ability to balance and identify priorities in daily work, manage varying workload levels, ensuring a consistent work product, and support the IP team efficiently and in a solution-oriented, contextualized manner.
- Proactive approach to project/workstream involvement. Able to consider the needs of the team and where they can contribute, implementing or suggesting solutions prior to being instructed.
- Active participation in relevant projects - willingness to learn and develop in role.
- Extensive experience in autonomously managing complex patent litigation support in a large multinational company, preferably in-house, or in a law firm.
- IP Identified leadership potential.

Commitment to Diversity & Inclusion:

We are committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

Accessibility and accommodation:

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical

condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in any order to receive more detailed information about essential functions of a position, please send an e-mail to inclusion.switzerland@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Role Requirements

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

Division

DIV_LE

Business Unit

Legal

Location

LOC_CH

Site

Basel (City)

Company / Legal Entity

C028 (FCRS = CH028) Novartis Pharma AG

Functional Area

FCT_LI

Job Type

Full time

Employment Type

Regular

Shift Work

No

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