NOVARTIS

Senior Patent Litigation Paralegal

Job ID
REQ-10064204
Jun 02, 2026
LOC_CH

About the Role

- Independently support in-house patent litigation counsel on enforcement and defence matters
- Serve as the operational lead for litigation cases: tracking milestones, maintaining documentation, and driving timely follow-up on actions
- Coordinate seamlessly with external counsel, business partners, finance, and global IP stakeholders
- Maintain accurate, audit-ready records to support strong reporting, forecasting, and governance
- Prepare clear meeting summaries, action logs, and status updates to keep matters moving forward
- Support litigation budget planning and forecasting, working closely with counsel and finance partners
- Lead and contribute to process improvements, workflows, and templates—including the practical use of digital tools and AI where appropriate
- Act as a central point of contact for information flow across regions, ensuring effective document and data management

- Essential
- Extensive experience as a Patent / IP Litigation Paralegal, either in-house at a multinational company or within an IP litigation law firm
- Proven ability to manage complex litigation support work autonomously, with minimal supervision
- Strong organisational skills with the ability to prioritise across multiple matters and stakeholders
- Experience preparing schedules, trackers, and supporting documentation for attorney review
- Confidence communicating with internal business partners and external counsel across multiple countries
- High integrity, reliability, and a service-oriented mindset
- Excellent written and spoken English

- Desirable
- Paralegal qualification, certification, or equivalent professional experience
- Exposure to litigation budgeting, forecasting, or analytics
- Interest in process improvement, digitalisation, and new ways of working
- Demonstrated leadership or mentoring capability within a paralegal function

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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