NOVARTIS

Senior Patent Paralegal

Job ID
REQ-10087836
Oct 06, 2026
LOC_CH

About the Role

Key Responsibilities

- Manage complex global patent portfolios and ensure timely execution of intellectual property filing activities.
- Prepare and coordinate European, United States, international, and foreign patent application documentation.
- Monitor patent dockets, deadlines, and correspondence to safeguard intellectual property rights.
- Serve as a key resource on patent procedures, regulations, and best practices.
- Collaborate with patent attorneys, inventors, and international partners to advance innovation programs.
- Lead process improvement initiatives that enhance operational efficiency and service quality.
- Mentor and train colleagues on patent prosecution processes and intellectual property administration.
- Support cross-functional projects and contribute to continuous improvement across global operations.

Essential Requirements

- Paralegal or intellectual property certification, or equivalent professional experience in patent administration.
- Extensive experience managing international patent prosecution activities in a law firm or corporate environment.
- Strong knowledge of European, United States, Patent Cooperation Treaty, and foreign filing practices.
- Proven ability to manage complex patent portfolios with exceptional accuracy and attention to detail.
- Excellent written and spoken English communication skills and ability to collaborate globally.
- Proven sense of ownership and accountability, with a proactive, solution-oriented mindset and the ability to thrive in collaborative teams.

Benefits & Rewards

At Novartis, we’re committed to reimagining medicine together - and rewarding the people who make it happen.

Expected Annual Base Salary Range for role: CHF 82.600 - CHF 153.400

The base salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and

global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

Read our brochure to learn more about our global total rewards offering:

https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

Commitment to Diversity and Inclusion:

Novartis is 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 order to receive more detailed information about the essential functions of a position, please send an e-mail to diversity.inclusion_ch@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

Primary location salary range
CHF82,600.00 - CHF153,400.00
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
Apply to Job

Job ID

REQ-10087836

Senior Patent Paralegal

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