NOVARTIS

Corporate Legal Counsel

Job ID
REQ-10090140
Oct 26, 2026
LOC_US

About the Role

Key Responsibilities

- Advise on compliance with U.S. securities laws and related SEC requirements, including the preparation and review of the Novartis Annual Report on Form 20-F.
- Advise on quarterly, periodic, and ad hoc disclosures, SEC filings, investor communications, and other public disclosures.
- Provide legal counsel on U.S. debt and equity capital markets transactions, including transaction structuring, documentation, due diligence, execution, and related disclosures.
- Advise on intercompany financing arrangements, derivatives, corporate investments, and other U.S. and global Treasury activities.
- Provide legal support for the governance and corporate entity management of Novartis U.S. legal entities, including board and shareholder matters, corporate approvals, and legal entity structuring.
- Support mergers and acquisitions, corporate restructurings, strategic transactions, and other cross-functional initiatives.
- Advise on securities law and disclosure considerations relating to internal and external communications.
- Draft, review, and update corporate policies, guidelines, procedures, and related governance materials.
- Monitor developments in securities law, corporate law, capital markets regulation, and other relevant areas, translating those developments into clear, practical guidance for business partners and Legal colleagues.
- Develop and deliver training on relevant legal, regulatory, and governance matters.
- Leverage artificial intelligence and emerging legal technologies responsibly to enhance legal research, drafting, knowledge management, matter management, and workflow efficiency, while applying appropriate legal judgment, confidentiality, data protection, and governance standards.

Essential Requirements

- J.D. from an accredited U.S. law school.
- Admission in good standing in at least one U.S. jurisdiction, with the ability to become authorized to practice in New Jersey under an applicable limited in-house counsel license.
- 3+ years of relevant legal experience at a law firm, public company, or comparable organization.
- Strong knowledge of U.S. securities laws and public-company disclosure requirements, with experience advising a U.S. domestic issuer, foreign private issuer, or clients subject to comparable reporting obligations.
- Demonstrated experience with debt or equity capital markets transactions and other strategic transactions.
- Working knowledge of Delaware and/or New York corporate law.
- Strong legal drafting, research, analytical, and problem-solving skills.
- Demonstrated interest in and ability to effectively use AI-enabled tools and other legal technologies, with an understanding of the importance of responsible use, confidentiality, accuracy, and appropriate human oversight.

Desirable Requirements:

- Experience in the pharmaceutical, biotechnology, or healthcare industry.
- Experience with Treasury operations, derivatives, intercompany financing, corporate restructurings, or legal entity governance.
- Experience applying AI and other legal technologies to legal research, drafting, knowledge management, matter management, or process improvement.

Benefits & Rewards

The salary for this position is expected to range between $194,600 and $361,400 per year. The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors. Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards. US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

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

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: https://talentnetwork.novartis.com/network

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: https://www.novartis.com/careers/benefits-rewards

Role Requirements

Division
DIV_LE
Business Unit
Legal
Location
LOC_US
Site
East Hanover
Company / Legal Entity
U061 (FCRS = US061) Novartis Services, Inc.
Functional Area
FCT_LI
Job Type
Full time
Employment Type
Regular
Shift Work
No
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Corporate Legal Counsel

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List of links present in page

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2. https://www.novartis.com/about/strategy/people-and-culture
3. https://talentnetwork.novartis.com/network
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