

Legal Trainee - Legal Procurement (for Direct, Indirect, Data/Digital & IT areas)

Job ID
REQ-10053680

7月 29, 2025

Switzerland

摘要

We are offering a 6-month legal trainee position starting January 2026 to support the Novartis Procurement, Data/Digital & IT Legal department on a wide range of legal matters and projects in areas such as contract law, commercial law, antitrust law, intellectual property and disputes/litigation.

About the Role

We are offering a 6-month legal trainee position starting January 2026 to support the Novartis Procurement, Data/Digital & IT Legal department on a wide range of legal matters and projects in areas such as contract law, commercial law, antitrust law, intellectual property and disputes/litigation. This legal trainee position offers excellent opportunities to gain first-class, hands-on in-house legal experience within the stimulating, multinational environment of a leading pharmaceutical company.

Duration: 6 months
Start: January 1, 2026

Your responsibilities will include:

- Support a diverse range of commercial matters relating to direct and indirect procurement, manufacturing, IT
- Support diverse range of legal projects, e.g. contract templates, legal trainings, global legal research projects, digitalization, outsourcing, etc.
- Assist with the drafting, negotiation and review of a variety of transactional, commercial and agreements
- Draft legal memoranda on a wide variety of legal issues and disputes, Draft document and key position summaries
- Provide legal advice to internal clients
- You will be supervised and guided by a range of lawyers on different levels of the company, ensuring a great learning experience

What you 'll bring to the role:

Essential:

- Swiss Law degree (Master of Law and Bachelor of Law has to be on Swiss Law), master's degree needs to be completed before start date
- Business-level English skills (written and spoken), additional language is a plus
- Interest in legal topics in a large multinational group of companies
- High motivation to perform, to discover and learn new things and ability to work independently

Desirable requirements:

- Prior legal professional experience in a law firm, court or legal in-house department (internships etc.) would be helpful. We are also open to applicants without prior experience who have a strong interest and are motivated to learn on the job
- Other professional experience in the corporate environment is a plus

Please submit a cover letter that includes your motivation for the position and your availability to start in January 2026. Thank you.

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>

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.inclusionch@novartis.com, and let us know the

nature of your request and your contact information. Please include the job requisition number in your message.

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部门
Legal

Business Unit
Universal Hierarchy Node

地点
Switzerland

站点
Basel (City)

Company / Legal Entity
C028 (FCRS = CH028) Novartis Pharma AG

Functional Area
Others

Job Type
Full time

Employment Type
Early Career (Fixed Term)

Shift Work
No

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