

Legal Brand Protection Paralegal

Job ID
REQ-10053839

6月 18, 2025

Switzerland

摘要

Novartis Pharma AG is seeking a Legal Brand Protection Paralegal to join the IP and Legal Support function. This is a terrific opportunity to work independently and take ownership of the trademark, copyright and domain name portfolio, supporting an important, fast paced and dynamic business. Work alongside a high performing team of professionals on operational improvement initiatives. The position offers the opportunity to interact directly with business clients and trademark counsels worldwide. You will work and collaborate closely with the Legal Brand Protection Attorneys and Legal Brand Rights Creation group, collaborate on complex substantive and operational excellence projects across the larger IP organization based in many countries around the world. Discover our curious and unbossed culture!

We are not able to offer relocation for this position and will only consider candidates able to be in the Basel office on a hybrid working model.

About the Role

Key responsibilities:

- Proactively manage all operational tasks related to the trademark (TM) portfolio, ensuring continuity and timely handling of deadlines and correspondence.
- Independently draft responses to domestic and international trademark agents with minimal attorney input.
- Provide guidance and oversight on draft responses prepared by other paralegals within the Legal Brand Production (LBP) team.
- Support attorneys on complex trademark matters and ensure consistent operational backup.
- Identify, analyze, and resolve data inconsistencies in TM records, reporting findings and improvements to stakeholders.
- Maintain and enhance TM operational procedures, especially during supervisor absences, and lead process improvement initiatives.
- Coordinate attorney trademark work with internal filing teams and external service providers, ensuring data accuracy and file completeness.
- Mentor and onboard new LBP attorneys and paralegals, providing comprehensive briefings on IP Services and LBP support functions.
- Contribute to training development, lead workshops, and support role evolution within the LBP and IP Services teams.
- Act as deputy in the absence of managers or colleagues, managing meetings, workload distribution, and team coordination.
- Contribute to exploring and implementing AI opportunities in LBP to drive efficiencies

Essential Requirements:

- Several years of paralegal experience in a law firm or corporate in-house setting; paralegal certificate and college degree preferred.
- Strong organizational, analytical, and communication skills with a high attention to detail and problem-solving mindset.
- Proven ability to manage large, multi-national trademark portfolios, including U.S., EU, WIPO (Madrid System), and international filings.
- Skilled in trademark portfolio management tasks such as online searches, analyzing search reports, and preparing filing materials.
- Experience supporting attorneys with trademark use identification on packaging and promotional materials.
- Capable of managing high workloads, prioritizing tasks, and delivering results in a fast-paced environment.
- Familiarity with drafting and reviewing license, prior-rights, and consent agreements.
- Effective team player with strong interpersonal skills and willingness to mentor and collaborate across functions.
- Proficient in trademark docketing systems, electronic file management, and domain name portfolio/UDRP actions.
- Knowledge of copyright law and the pharmaceutical industry is a plus.

Commitment to Diversity and Inclusion / EEO paragraph

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

Accessibility and Accommodation:

Switzerland: 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 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.

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Read our handbook to learn about all the ways we ' ll help you thrive personally and professionally:

<https://www.novartis.com/careers/benefits-rewards>

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>

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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

Legal & Intellectual Property & Compl.

Job Type

Full time

Employment Type

Regular

Shift Work

No

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