

Senior Patent Paralegal

Job ID
REQ-10053910

6月 10, 2025

USA

摘要

The Senior Patent Paralegal will provide key IP support activities, assisting Attorneys and other Paralegals on patent prosecution or patent litigation-related activities. This person will work under close supervision and to have limited interaction with the business with respect to IP or patent activities.

This role is required to be in our Cambridge office 3x/week. Please only apply if this works for you.

About the Role

Key Responsibilities:

- Filing of EP/US/international and foreign patent applications and related correspondence from filing to issuance of grant.
- Responsible for EP/US and international patent filings, patent nationalizations into foreign

jurisdictions, as well as foreign filings under other conventions.

- Responsible for preparing all documents required in connection with EP, US, PCT and foreign applications; proactively initiates preparation of responses to official communications and notifications.
- Maintain and share advanced knowledge of latest patent rules and adapting practices to comply.
- Monitor and updating electronic docket(s) for responsible attorney(s) and assigned paralegal tasks on a daily basis.
- Independent, proactive and critical review, maintenance and assistance of responsible attorney(s) ' dockets and workload.
- Coordinate outsourcing, transfer in and transfer out of patent files and responsibilities in a timely and efficient manner, minimizing risk of loss of rights.
- Actively participate in patent group and cross-divisional meetings as needed.
- Role includes on an as needed basis the flexibility to provide support in other areas within the Operations team (i.e. annuities, invoicing and data input).
- Undertake projects to address global prosecution and operational issues affecting department.

Essential Requirements:

- Provides complex prosecution related services in a timely, professional and reliable manner.
- Advanced knowledge of EP/US and PCT patent formalities and law and strong understanding of requirements in other major territories.
- Manages workload and work product with high quality in a multifaceted environment.
- Advanced knowledge and competency of patent database and report generating tools.
- Well-developed research and critical thinking skills, and sound decision-making abilities, with attention to detail to produce consistently accurate work
- Advanced analytical, organizational, and communication skills.
- Ability to act as a champion for the Operations team at a NIBR site.

Desirable Requirements:

- Paralegal/equivalent IP certification or equivalent experience
- Bachelors or Associates degree preferred
- 7+ years professional experience as a patent paralegal in a patent law firm or corporation with international and foreign filing experience

Benefits & Rewards

The salary for this position is expected to range between \$89,600 and \$166,400/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.

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Accessibility & Reasonable Accommodations

The Novartis Group of Companies are committed to working with and providing reasonable

accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 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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U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

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