NOVARTIS

Senior Patent Litigation Paralegal

Job ID
REQ-10064204

4 20, 2026

Switzerland

Join a dynamic team where you will manage high impact patent litigation cases while helping to drive a more insights led, digitally enabled approach to how we protect our IP. You'll partner closely with in house and external counsel, using data and technology to sharpen strategic litigation decisions and streamline operational processes. This role offers the opportunity to lead initiatives that modernise litigation workflows, enhance forecasting and budget planning through smarter analytics, and deliver meaningful, data rich IP reporting—elevating the way we safeguard and maximise the value of our intellectual property. You will manage litigation operations end to end, coordinate with external counsel and business stakeholders, and drive process improvements that strengthen quality, consistency, and execution.

#Hybrid
Location: Basel, Switzerland

About the Role

Key Responsibilities:

- Independently support in-house patent litigation counsel on enforcement and defense matters, and coordinate with external counsel and business partners.
- Serve as an operations anchor for litigation matters: track status, maintain documentation, and ensure timely follow ups on actions and deliverables.
- Maintain accurate, audit ready records in systems to enable reliable reporting and visibility.
- Prepare concise meeting summaries and action logs from litigation discussions; drive follow through across stakeholders.
- Support litigation budget planning and forecasting; liaise with internal stakeholders, external counsel, and finance partners as needed.
- Lead litigation operations improvements including procedures, workflows, templates, embrace the use of AI technology – supporting the implementation of updated processes and guidelines.
- Act as a key point of contact for information flow across local counsel/local teams; support effective document and data management and use of relevant databases and tools.
- Mentor and guide junior paralegals and coordinators; share best practices and strengthen team capability.

Essential Requirements:

- Relevant degree, or equivalent experience. Paralegal qualification/certifications or equivalent
- Proficiency in English required – spoken & written, other languages is an asset
- Demonstrated professional experience as an IP paralegal or equivalent in an IP litigation law firm or corporation.
- Extensive experience in autonomously providing complex patent litigation support in a large multinational company preferably in-house, or in a law firm.
- Able to work autonomously in preparation of draft schedules and supporting documents for subsequent attorney review - able to communicate with business clients in multiple countries.
- Excellent team-player with exemplary interpersonal skills - Reliable, service-oriented with impeccable integrity and willingness to learn.
- Proven ability to balance and identify priorities in daily work, manage varying workload levels, ensuring a consistent work product, and support the IP team efficiently and in a solution-oriented, contextualized manner.
- Proactive approach to project/workstream involvement. Able to consider the needs of the team and where they can contribute, implementing or suggesting solutions prior to being instructed.
- Active participation in relevant projects - willingness to learn and develop in role.
- Extensive experience in autonomously managing complex patent litigation support in a large multinational company, preferably in-house, or in a law firm.
- IP Identified leadership potential.

Commitment to Diversity & Inclusion:

We are 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 any order to receive more detailed information about 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.

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

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally. [Read our handbook (PDF 30 MB)](#)

Legal

Business Unit
Legal

Switzerland

Basel (City)

Company / Legal Entity
CO28 (FCRS = CHO28) Novartis Pharma AG

Functional Area
Legal & Intellectual Property & Compl.

Job Type
Full time

Employment Type
Regular

Shift Work
No

var config = { targetId: "kalturaplayer69f423b6aefa5430133544", provider: { widgetId: "1Om7rm1pm", partnerId: "2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false, allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: {}, sources: { options: {}, startTime: 0 }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu: false }, css : "/modules/custom/arcticnckalturaaddon/css/kalturavideo.css", components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [{ presets: ['Playback', 'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get: KalturaPlayer.ui.components.Remove }] } }; // Check and add plugins only if they exist if (KalturaPlayer.plugins["download"]) { config.plugins.download = { disable: true }; } if (KalturaPlayer.plugins["transcript"]) { config.plugins["playkit-js-transcript"] = { position: "right", // Default: bottom;('left', 'right', 'top', 'bottom') to enable transcript expandMode: "over", //Default alongside;('alongside', 'hidden', 'over') expandOnFirstPlay: false, showTime: true, downloadDisabled: false, printDisabled: false, disable: true }; } if (KalturaPlayer.plugins["preventSeek"]) { config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; } config.plugins.floating = { disable: true }; if (KalturaPlayer.plugins["navigation"]) { config.plugins.navigation = { position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; } if (KalturaPlayer.plugins["hotspots"]) { config.plugins['playkit-js-hotspots'] = { disable: true }; } if (KalturaPlayer.plugins["moderation"]) { config.plugins['playkit-js-moderation'] = { disable: true }; } if (KalturaPlayer.plugins["info"]) { config.plugins['playkit-js-info'] = { disable: true }; } if (KalturaPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents = []; if (KalturaPlayer.plugins["googleAnalytics"]) { config.plugins.googleTagManager = {}; config.plugins.googleTagManager.customEventsTracking = {}; config.plugins.googleTagManager.containerId = 'GTM-57RJQ5'; config.plugins.googleTagManager.customEventsTracking.custom = []; config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents: false, playlistEvents: false, castEvents: false } }; }

try { var kalturaPlayer = KalturaPlayer.setup(config); // Add the player to the global array. if (typeof kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other media. kalturaPlayer.loadMedia({entryId: "1dgfvmafo"}); } catch (e) { console.error(e.message) }

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