

## Senior Patent Litigation Paralegal

Job ID  
REQ-10064204

11月 21, 2025

Switzerland

### 摘要

Join a dynamic team where you will be managing high-impact patent litigation cases. You'll work closely with both in-house and external counsel, driving strategic litigation efforts and overseeing key operational processes. This role offers the opportunity to lead projects that enhance litigation workflows, contribute to budget planning, and deliver insightful IP reporting—making a real difference in how we protect and leverage our intellectual property.

#Hybrid  
Location: Basel, Switzerland

### About the Role

Key Responsibilities:

- Provides and utilizes IP expertise to support several IP Counsels and the IP function as a whole - championing quality, collaboration and operational excellence in the Department.
- Contributes to the implementation and application of IP policies and guidelines - providing non-legal advice to business colleagues, collaborating with the business under the supervision of project leads to ensure business goals are met in an efficient and timely manner.
- Contributes to the #OneNovartisIP culture - Proactively and autonomously supports in-house patent litigation counsel and attorneys in preparation for patent enforcement and defense, by interacting with local counsel and local Business Franchises. Maintain and share advanced knowledge of latest litigation rules and adapting practices to comply.
- Monitor and updating Anaqua on a daily basis.
- Communicate effectively with colleagues, agents and other associates - Actively participate in litigation group and cross-divisional meetings as needed - being flexible to provide support in other areas within the Patent Support team (i.e. invoicing and data input).
- Leads teams in development of procedures and processes - ability to conduct meetings as needed; Recommends areas/systems of possible improvement in efficiencies in procedures.
- Leads projects relating to litigation processes/operations, driving the successful implementation of new and revised processes and guidelines.
- Autonomously supports in-house patent litigation counsel and attorneys on matters such as patent ownership and licensing structure.
- Manages the flow of information by acting as a contact point for local lawyers/local team for patent litigation matters - using Litigation database document and information management; familiarity with patent databases e.g. PatBase, Espacenet, etc.
- Attend and draft memorandum of litigation meetings with local counsel and local business, provide action points and follow up on agreed objectives.
- Manages the IP Litigation budget process; drive the preparation of and deliver the various litigation budget forecasts by liaising with internal and external attorneys & counsel, as well as BPA, assisting in the review, as appropriate.
- Responsible for full project life cycle including Liaises with department eBilling coordinator, utilizes Anaqua to record and report litigation matters, litigation reporting and leads the interactions on behalf of IP Litigation Project Team with any third-party co-owners, licensors, patentees.
- Supervision of junior litigation paralegals, local litigation team coordinators and new team members providing guidance on internal and external processes, litigation database management, etc.

#### 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.

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部门

Legal

Business Unit

Legal

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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