

Legal Specialist

Job ID
REQ-10064256

10月 24, 2025

India

摘要

Support the global legal innovation team at Novartis Hyderabad and other locations by assisting in contract management activities. This includes contract abstraction, basic contract review, and supporting legal documentation processes, technology adoption, etc. with a focus on quality, compliance, and service excellence.

About the Role

Major Accountabilities:

- Assist in the review and management of commercial and clinical contracts such as NDAs, clinical trial agreements, and service agreements.
- Support standard contracting processes including data privacy agreements, letters of authorization, and indemnification.
- Help maintain contract databases and trackers for legal support requests and KPIs.

- Participate in onboarding activities and training sessions related to legal, compliance, and data privacy.
- Contribute to the development and maintenance of knowledge repositories and playbooks.
- Stay informed on basic legal and regulatory updates relevant to the life sciences industry.
- Collaborate with senior team members on contract-related queries and documentation.
- Support process improvement initiatives and automation efforts under guidance.
- Assist in preparing reports and documentation for internal stakeholders.

Minimum Requirements

- Basic understanding of contract law and legal documentation.
- Strong attention to detail and organizational skills.
- Good communication and interpersonal abilities.
- Willingness to learn and adapt in a fast-paced legal environment.
- Ability to work collaboratively in a team setting.
- Proficient in MS Office tools (Word, Excel, PowerPoint).
- Exposure to contract management systems or legal tech tools.
- Internship or prior experience in a legal services or corporate legal environment.
- Interest in the pharmaceutical or life sciences sector.
- Minimum Education: Bachelor ' s degree in law
- Desirable Education: Postgraduate Degree in Law or related certification in contract management
- Ideal Experience: 1-5 years of experience in legal services or contract management

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Legal

Business Unit
Universal Hierarchy Node

地点
India

站点
Hyderabad (Office)

Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area
Legal & Intellectual Property & Compl.

Job Type
Full time

Employment Type
Regular

Shift Work
No

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



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