

Legal Associate Manager

Job ID
REQ-10064257

10月 24, 2025

India

摘要

Act as part of a global specialized legal innovation team within Novartis, supporting contract management related projects and initiatives. Deliver expert commercial and clinical contract management services including contract abstraction, remediation, and negotiation, technology adoption & implementation, with a focus on cost-effectiveness, quality, and service excellence.

About the Role

Major Accountabilities:

- Lead negotiation, execution, and management of commercial/life sciences contracts (e.g., clinical trial agreements, quality agreements, HCP engagements, MSAs, license agreements).
- Support standard contracting processes including NDAs, data privacy agreements, research collaboration agreements, and HCP/HCO contracts.
- Serve as escalation point for legal queries from clinical project teams and Legal Services

team.

- Facilitate onboarding and training of legal services teams, ensuring compliance with Novartis guidelines.
- Develop and maintain a knowledge bank for agreements and legal documentation.
- Monitor legal support requests and maintain KPI trackers.
- Stay updated on legislative and regulatory developments in life sciences.
- Update training materials and playbooks with new learnings.
- Drive operational excellence through process improvements, automation, and stakeholder communication.

Key Qualifications and Capabilities

Must-Have Capabilities

- Strong drafting and negotiation skills. Proven experience in contract management. Effective project management and stakeholder engagement.
- Team-oriented, dynamic, and results-driven. Familiarity with operational tools, KPIs, and process setup.
- Strong business acumen and customer-centric mindset.
- Excellent communication, influencing, and client management skills. Legal judgment and decision-making capabilities.
- Experience with contract authoring and negotiation tools. Familiarity with enterprise contract management systems.
- Prior experience with legal services providers. Background in pharma or clinical trial contracting.
- Understanding of MIS reporting and advanced MS Office skills (Word, Excel with Macros/VBA, PowerPoint).
- Ability to interpret and work with data.

Education and Experience

- Minimum Education: Degree in Law
- Desirable Education: Postgraduate Degree in Law
- Ideal Experience: 3-8 years of overall work experience in legal services, preferably in life sciences or pharma sector

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

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 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 recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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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