

# Senior Patent Litigation Paralegal

Job ID  
REQ-10064204  
Июн. 02, 2026  
Швейцария

## Сводка

#Hybrid

Location: Basel, Switzerland

Relocation Support: This role is based in Basel Switzerland. Novartis is unable to offer relocation support: please only apply if accessible.

At Novartis, we're reimagining medicine—and how we protect the innovation behind it. We're looking for an experienced Patent Litigation Paralegal to play a pivotal role in managing and modernising global patent litigation operations within a dynamic, high impact in house IP team.

This is a hands on, senior paralegal role designed for someone who thrives in complex litigation environments, enjoys operational ownership, and wants to influence how litigation is run at scale. You will work closely with in house counsel, external law firms, and global stakeholders—bringing structure, foresight, and operational excellence to critical patent matters worldwide.

You will act as the operational backbone of patent litigation matters, ensuring cases run smoothly, data is accurate and actionable, and stakeholders stay aligned.

Beyond day to day case support, you'll help drive smarter, more digital ways of working—using data, systems, and process improvements to enhance litigation quality and decision making.

If you're an experienced paralegal ready to step into a senior, high impact role—we'd love to hear from you.

## About the Role

- Independently support in-house patent litigation counsel on enforcement and defence matters
  - Serve as the operational lead for litigation cases: tracking milestones, maintaining documentation, and driving timely follow-up on actions
  - Coordinate seamlessly with external counsel, business partners, finance, and global IP stakeholders
  - Maintain accurate, audit-ready records to support strong reporting, forecasting, and governance
  - Prepare clear meeting summaries, action logs, and status updates to keep matters moving forward
  - Support litigation budget planning and forecasting, working closely with counsel and finance partners
  - Lead and contribute to process improvements, workflows, and templates—including the practical use of digital tools and AI where appropriate
  - Act as a central point of contact for information flow across regions, ensuring effective document and data management
- **Essential**
  - Extensive experience as a Patent / IP Litigation Paralegal, either in-house at a multinational company or within an IP litigation law firm
  - Proven ability to manage complex litigation support work autonomously, with minimal supervision
  - Strong organisational skills with the ability to prioritise across multiple matters and stakeholders
  - Experience preparing schedules, trackers, and supporting documentation for attorney review
  - Confidence communicating with internal business partners and external counsel across multiple countries
  - High integrity, reliability, and a service-oriented mindset
  - Excellent written and spoken English
- **Desirable**
  - Paralegal qualification, certification, or equivalent professional experience
  - Exposure to litigation budgeting, forecasting, or analytics
  - Interest in process improvement, digitalisation, and new ways of working
  - Demonstrated leadership or mentoring capability within a paralegal function

## 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](mailto: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>

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[Read our handbook \(PDF 30 MB\)](#)

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Сайт  
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Company / Legal Entity  
C028 (FCRS = CH028) Novartis Pharma AG  
Functional Area  
Юристы, Интеллектуальная собственность, Compliance  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No

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