

# Senior Patent Paralegal

Job ID  
REQ-10040975  
May 06, 2025  
Switzerland

## Summary

Location: Basel, Switzerland;

Responsible for timely, independent management of complex intellectual property (IP) administrative, filing and legal support tasks.

Proactive involvement in a high performing team providing a diverse range of complex IP administrative support for a defined group of patent practitioners in regional, international and foreign filing.

Maintain and manage a complex, accurate docket, using a patent docketing system.

Provides expert knowledge and understanding of IP law and practice issues.

Undertakes operational and strategic responsibilities to maximize the effectiveness of paralegal support at a local and global level.

Responsible for applying, maintaining and contributing to the improvement of the department best practices.

Responsible for training others in all areas of European Patents (EP) and foreign patent matters.

Lead teams within the Patent Support team in areas of efficiency and improvement of current processes

## About the Role

Your responsibilities include, but not limited to:

- Filing of EP/international and foreign patent applications and related correspondence from filing to issuance of grant.
- Responsible for EP and international patent filings, patent nationalizations into foreign jurisdictions, as well as foreign filings under other conventions.
- Responsible for preparing all documents required in connection with EP, Patent Cooperation Treaty (PCT) and foreign applications; proactively initiates preparation of responses to official communications and notifications.
- Maintain and share advanced knowledge of latest patent rules and adapting practices to comply.
- Monitor and updating electronic docket(s) for responsible attorney(s) and assigned paralegal tasks on a daily basis.
- Monitor all assigned cases and proactively ensuring that all related deadlines are met in a timely manner.
- Independent, proactive and critical review, maintenance and assistance of responsible attorney(s)' dockets and workload.
- Coordinate outsourcing, transfer in and transfer out of patent files and responsibilities in a timely and efficient manner, minimizing risk of loss of rights.
- Communicate effectively with colleagues, inventors, foreign agents and other associates.
- Actively participate in patent group and cross-divisional meetings as needed.
- Role includes on an as needed basis the flexibility to provide support in other areas within the Patent

Support team (i.e. annuities, invoicing and data input).

- Undertake projects to address global prosecution and operational issues affecting department.
- Leads teams in development of procedures and processes.
- Ability to conduct meetings as needed.
- Recommends areas/systems of possible improvement in efficiencies in procedures.

What you'll bring to the role:

- Relevant degree, Law - Paralegal/equivalent IP certification or equivalent experience
- Proficiency in English required – spoken & written, other languages is an asset.
- Demonstrated professional experience as a patent paralegal in a patent law firm or corporation with international and foreign filing experience.
- Ability to deal with a highly complex environment - manages workload and work product with high quality.
- Advanced knowledge and competency of patent database and report generating tools.
- Ability to work well and meet deadlines, without supervision, in an electronic office environment.
- Well-developed research and critical thinking skills, and sound decision-making abilities, with attention to detail to produce consistently accurate work
- Excellent analytical skills, organizational, and communication skills.
- Liaise with other cross-divisional groups to prevent duplication of effort and to ensure that effective knowledge sharing occurs.
- Demonstrates leadership qualities and ability to mentor and develop the technical competence of other paralegals.
- Ability to act as a champion for the Patent Support team at a NIBR site.

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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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C028 (FCRS = CH028) Novartis Pharma AG  
Functional Area  
Legal & Intellectual Property & Compl.  
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