

## 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.

#### Commitment to Diversity & Inclusion:

Novartis is 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 order to receive more detailed information about the essential functions of a position, please send an e-mail to [diversity.inclusionch@novartis.com](mailto:diversity.inclusionch@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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

部門

Legal

部門  
Universal Hierarchy Node

国  
Switzerland

勤務地  
Basel (City)

Company / Legal Entity  
C028 (FCRS = CH028) Novartis Pharma AG

Functional Area  
Legal & Intellectual Property & Compl.

職種  
Full time

雇用形態  
Regular

Shift Work  
No

[Apply to Job.](#)

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



Job ID  
REQ-10040975

## Senior Patent Paralegal

[Apply to Job.](#)

---

### Source URL:

<https://prod1.novartis.com/jp-ja/careers/career-search/job/details/req-10040975-senior-patent-paralegal>

### List of links present in page

1. <mailto:diversity.inclusionch@novartis.com>
2. <https://www.novartis.com/about/strategy/people-and-culture>
3. <https://talentnetwork.novartis.com/network>
4. <https://www.novartis.com/careers/benefits-rewards>
5. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Basel-City/Senior-Patent-ParalegalREQ-10040975-2>
6. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Basel-City/Senior-Patent-ParalegalREQ-10040975-2>