Patent Paralegal

Job ID
REQ-10013814
Jul 19, 2024
USA

About the Role

Major accountabilities:

- Perform initially under supervision, the filing of EP/US/PCT and foreign patent applications and review related correspondence from filing to issuance of grant.
- Responsible initially under supervision for preparing all documents required in connection with US, EP, PCT and foreign jurisdictions, preparation of responses to official communications and notifications.
- Develop knowledge of latest patent rules and adapting practices to comply.
- Monitor and updating both electronic docket for responsible attorney(s) and assigned paralegal tasks on a daily basis.
- Monitor all assigned cases and ensuring that all related deadlines are met in a timely manner.
- Under supervision, review, maintain and assistance of responsible attorney(s)' dockets and workload.
- Communicate effectively with colleagues, inventors, foreign agents and other associates.
- Actively participate in patent group and cross-divisional meetings.
- Role may include the necessity to provide support in other areas within the Operations team (i.e. annuities, invoicing and data input) on an as needed basis.
- Assist assigned attorneys with general administrative tasks as needed.

Essential Requirements:

- A Paralegal/equivalent IP certification or equivalent experience is required
- University / College education is preferred
- A minimum of 3 years' experience as a patent paralegal in a law firm or corporation is required
- Knowledge of EP/US/PCT Foreign patent formalities and law and strong understanding of requirements in other major territories is preferred
- Ability to work with high quality in a multifaceted environment is preferred
- Languages: English written & spoken (required)

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

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between $92,800 and $139,200/ year; however, while salary ranges are effective from 1/1/24 through 12/31/24, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not

limited to geographical location, experience level, knowledge, skills, and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an “at-will position” and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

Role Requirements

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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Division
Legal
Business Unit
Pharma Research
Location
USA
Site
Cambridge (USA)
Company / Legal Entity
U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.
Functional Area
Legal & Intellectual Property & Compl.
Job Type
Full time
Employment Type
Regular
Shift Work
No
Apply to Job

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