

# Patent Paralegal

Job ID  
REQ-10013814  
Jul 19, 2024  
USA

## Summary

Responsible for timely management of intellectual property (IP) administrative and legal support tasks. Active involvement in a high performing team providing a diverse range of IP administrative support to patent practitioners in regional, international and foreign filing prosecution and maintenance. Maintain and manage an accurate docket, using a patent docketing system. Provides knowledge and understanding of IP law and practice issues. Responsible for understanding and applying the department best practices.

Location: This role will be based out of Cambridge, MA and follow a hybrid work schedule. #LI-Hybrid

## 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.

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#### **Accessibility & Reasonable Accommodations**

The Novartis Group of Companies are 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 application process, or to perform the essential functions of a position, please send an e-mail to [us.reasonableaccommodations@novartis.com](mailto:us.reasonableaccommodations@novartis.com) or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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