

# Legal Trainee - Novartis Operations

Job ID  
REQ-10026201  
Okt. 15, 2024  
Schweiz

## Zusammenfassung

We are offering two 6-months legal trainee position to support the Novartis Operations Legal department on a wide range of legal matters and projects in areas such as contract law, commercial law, M&A and licensing transactions, restructuring, antitrust law etc.

## About the Role

We are offering two 6-months legal trainee position to support the Novartis Operations Legal department on a wide range of legal matters and projects in areas such as contract law, commercial law, M&A and licensing transactions, restructuring, antitrust law etc.

Our legal trainee positions offer excellent opportunities to gain first-class, hands-on in-house legal experience within the stimulating, multinational environment of a leading pharmaceutical company.

Start dates: January 1, 2025 and June 1, 2025

Duration: 6 months

### Your responsibilities include:

- Support M&A and corporate projects, manufacturing and supply agreements, real estate projects, portfolio and manufacturing site divestments, including conducting due diligence, managing data rooms and enquiries in the sale process, and legal project management
- Support a diverse range of commercial matters relating to the development, procurement, manufacturing, quality assurance and supply chain and distribution of pharmaceutical products
- Support diverse range of legal department projects, e.g. contract templates, legal trainings, global legal research projects, digitalization, outsourcing etc.
- Assist in drafting, negotiation and review of a variety of transactional, commercial and technical agreements
- Draft legal memoranda on a wide variety of legal issues and disputes
- Provide legal advice to internal clients, draft documents and key position summaries
- Interact with Novartis global, regional and country legal network

### What you'll bring to the role:

- Education: Swiss Law degree (BLaw plus MLaw or equivalent)

- Languages: Business-level English (written and spoken); German ideally and additional languages are a plus
- Experience/Professional requirements:
  - o Prior legal professional experience in a law firm, court or legal in-house department (internships etc.) would be helpful. We are also open to applicants without prior experience who have a strong interest and are motivated to learn on the job
  - o Overall high motivation and ability to work independently

Desirable requirements:

- Other professional experience in the corporate environment is a plus

Please submit a cover letter that includes your motivation for the position and from when you will be available. Thank you.

### **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>

### **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.inclusion\\_ch@novartis.com](mailto:diversity.inclusion_ch@novartis.com), and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

### **Join our Novartis Network:**

If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

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Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together?

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**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>

Abteilung  
Operations

Business Unit  
CTS  
Ort  
Schweiz  
Website  
Basel (City)  
Company / Legal Entity  
C028 (FCRS = CH028) Novartis Pharma AG  
Functional Area  
Others  
Job Type  
Full time  
Employment Type  
Early Career (Fixed Term)  
Shift Work  
No  
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