

Paralegal I

Job ID
REQ-10028585
Nov 05, 2024
India

Summary

-To provide key legal support activities, requiring formal education, training and experience. Will have knowledge and expertise regarding the legal system and procedural law which qualify them to do some work of a legal nature, but will work under the close supervision of a qualified legal counsel.

About the Role

Major accountabilities:

- Administrative support -Independently perform administrative tasks following guidelines and in defined time frames
General Legal Paralegals -Identifying legal, financial and business contract issues; contract management; legal research; responding to contract requests; client counseling on contract issues and company policies; Responsible for knowledge management, cost and records management.
- Generating, negotiating and finalizing contracts utilizing Novartis templates or reviewing and editing third parties contracts.
- Board Resolutions, Maintaining Officers List, Corporate Filings, support MandA, Taxes and BDL functions, POA, insolvency matters.
- Projects, Mergers and Acquisitions, Divestment/Divestitures, SOX, Data Privacy.
- Litigation Paralegals -Providing input and updates for the litigation and monthly reconciliation reports; calendar due dates; document management; document review; respond to discovery requests and review and support document production; conduct interviews; conduct research; draft documents and analyze data.
- Compile key custodian lists and prepare and administer document preservation notices (DPN) including custodian inquiries.
- Assess documentation received at the commencement of action and manage distribution to appropriate internal and external parties.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

Key performance indicators:

- Achievement of individual targets -Personal values, attitude and behaviour -Technical/professional knowledge and skills

Minimum Requirements:

Work Experience:

- Project Management.

- Operations Management and Execution.

Skills:

- Administrative Assistance.
- Civil Law.
- Collaboration.
- Efficiency.
- Expense Reports.
- Filing (Documents).
- Intellectual Property Strategy.
- Internet Protocol (Ip).
- Law (Legal System).
- Legal Research.
- Litigation (Law).
- Microsoft Office.
- Sec Filings.

Languages :

- English.

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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<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>

Division

Operations

Business Unit

CTS

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Legal & Intellectual Property & Compl.

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Novartis is 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 recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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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