

# Paralegal - Corporate & Finance Legal

Job ID  
REQ-10055137  
Jun 26, 2025  
USA

## Summary

#LI-Hybrid  
Location: East Hanover, NJ

The Novartis Corporate & Finance Legal team is seeking a new Paralegal to provide key legal support activities, requiring formal education, training and experience. This individual will have knowledge and expertise regarding the legal system and procedural law which qualify them to do some work of a legal nature and will work under the close supervision of a qualified legal counsel and senior paralegal.

## About the Role

### Key Responsibilities:

- Independently perform administrative tasks following guidelines and in defined timeframes
- Provide paralegal support for corporate governance, corporate structure, transactional, corporate reporting and other general corporate matters to Legal Counsel and Senior Paralegal
- Generating contracts and other legal documents (including Powers of Attorney, board resolutions, corporate certificates, among others) utilizing Novartis templates or reviewing and editing third party contracts and documents, and finalizing such documents under the supervision of Novartis legal counsel
- Compile and maintain various lists pertaining to corporate governance, corporate structure, transactional, corporate reporting and other general corporate matters
- Support related to corporate governance, corporate structure, transactional, corporate reporting and other general corporate matters

### Essential Requirements:

- 3+ years of relevant paralegal experience is required
- Extensive experience and facility with technological applications (e.g. MS Office, legal AI) is strongly preferred
- Strong knowledge and experience in providing paralegal support for governance, corporate structure, transactional, corporate reporting and other general corporate matters is preferred
- Understanding of Delaware and/or New York corporation law, particularly in relation to corporate governance matters is preferred
- Experience providing paralegal support for corporate transactions is preferred
- Associates degree and/or paralegal certificate is required. Bachelors degree preferred.

### Novartis Compensation Summary:

The salary for this position is expected to range between ~~93~~ \$85,400.00 and \$158,600.00 per year.

The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.

US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

**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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**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>

#### **EEO Statement:**

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

#### **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.

Division

Legal

Business Unit

Universal Hierarchy Node

Location

USA

State

New Jersey

Site

East Hanover

Company / Legal Entity

U061 (FCRS = US002) Novartis Services, Inc.

Functional Area

Legal & Intellectual Property & Compl.

Job Type

Full time

Employment Type

Regular

Shift Work

No

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