

# Legal Trainee - Legal Procurement, Data/Digital & IT

Job ID  
REQ-10023143  
Oct 10, 2024  
Switzerland

## Summary

We are offering two 6-month legal trainee positions to support the Novartis Operations Legal department, starting January and June 2025.

## About the Role

We are offering two 6-month legal trainee positions to support the Novartis Operations Legal department on a wide range of legal matters and projects in areas such as contract law, commercial law, antitrust law, intellectual property and disputes/litigation. This legal trainee position offers excellent opportunities to gain first-class, hands-on in-house legal experience within the stimulating, multinational environment of a leading pharmaceutical company.

Duration: 6 months  
Start: January 1, 2025 and June 1, 2025

### Your responsibilities will include:

- Support a diverse range of commercial matters relating to direct and indirect procurement, manufacturing, IT
- Support diverse range of legal projects, e.g. contract templates, legal trainings, global legal research projects, digitalization, outsourcing, etc.
- Assist with the drafting, negotiation and review of a variety of transactional, commercial and agreements
- Draft legal memoranda on a wide variety of legal issues and disputes, Draft document and key position summaries
- Provide legal advice to internal clients
- You will be supervised and guided by a range of lawyers on different levels of the company, ensuring a great learning experience

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

Essential:

- Swiss Law degree (Master of Law and Bachelor of Law has to be on Swiss Law), master's degree needs to be completed before start date"
- Business-level English skills (written and spoken), additional language is a plus
- Interest in legal topics in a large multinational group of companies
- High motivation to perform, to discover and learn new things and ability to work independently

Desirable requirements:

- 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
- 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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**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>

Division

Legal

Business Unit

CTS

Location

Switzerland

Site

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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