

Patent Paralegal I

Job ID
REQ-10053910
Jun 23, 2025
USA

Summary

The Patent Paralegal will manage intellectual property (IP) administrative and legal support tasks with a focus on timeliness and accuracy. It requires active participation in a high-performing team that supports patent practitioners across regional, international, and foreign filings. Key duties include maintaining a complex docket using a patent docketing system, applying knowledge of IP law and best practices, and ensuring compliance with departmental standards.

This role is required to be in our Cambridge office 3x/week. Please only apply if this works for you.

About the Role

Key Responsibilities:

- 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:

- Paralegal/equivalent IP certification or equivalent experience
- 3+ years of experience as a paralegal in a law firm or corporation

Desirable Requirements:

- Provides prosecution related services in a timely, professional and reliable manner
- Gain knowledge of EP/US/PCT/Foreign patent formalities and law and strong understanding of requirements in other major territories
- Initially under supervision manages workload and work product with high quality in a multifaceted

environment

- Gains knowledge and competency of patent database and report generating tools
- Under supervision, works to meet deadlines in an electronic office environment
- Shows good organizational skills and attention to detail

Benefits & Rewards

The salary for this position is expected to range between \$85,400 and \$158,600/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.

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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 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

Massachusetts

Site

Cambridge (USA)

Company / Legal Entity

U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Functional Area

Legal & Intellectual Property & Compl.

Job Type

Full time

Employment Type

Regular

Shift Work

No

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