

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

Job ID  
REQ-10042204  
Feb 26, 2025  
Switzerland

## Summary

We are offering a 6-month legal trainee position to support the Novartis Operations Legal department, starting June 2025.

## About the Role

We are offering a 6-month 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, 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: 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 your availability for a start in June. Thank you.

**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.

**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>

**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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