

# Welcome to the Legal Traineeships at Novartis



# Begin a career journey like no other.

Novartis is a place where bright, curious minds combine to solve the world's toughest healthcare challenges and reimagine medicine together.

It's an inspiring environment for aspiring talent. For those embarking on a career in innovative medicines or moving into the industry it's an opportunity to gain early exposure, experience and insights that are hard to find anywhere else.





Join Novartis as Legal Trainee

# Your first step in reimagining medicine

## Join our Legal department for a 6-month traineeship

Are you a graduate eager to gain hands-on experience in the pharmaceutical industry?

Novartis is offering 6-months Legal Trainee internships where you can immerse yourself in the dynamic world of corporate law and pharmaceuticals development and commercialization. Our Legal Trainees are working in following departments:

- **Research & Development and Innovative Medicines**
- **Corporate Functions**
- **Data, Digital & IT**
- **Technical Operations**



During this internship, you will:

- **Draft and amend contracts:** Play a key role in shaping the future of medicine by drafting and amending various contracts.
- **Collaborate with experts:** Work alongside passionate professionals with extensive expertise and diverse international backgrounds.
- **Build relationships:** Develop close relationships with clients and expand your professional network.

This internship is based in Basel, Switzerland, with opportunities to connect globally with Swiss and international colleagues and teams.

Your journey

# Where your career growth takes shape



## Your journey as a Legal Trainee

### Onboarding

- **Introduction to Novartis:** Start with a two-week immersive introduction to Novartis, its mission, values and organization structure.
- **Meet the Team:** Get acquainted with your colleagues and mentors.
- **Training sessions:** Participate in initial training to understand the tools, processes and expectations.

### Assignments

- **Drafting contracts:** Explore the variety of contracts and legal documents at Novartis and upgrade details skills.
- **Reviewing documents:** Learn to review and amend existing contracts.
- **Client relationship:** Interact with clients, understanding their needs and building relationships.
- **Collaborative work:** Work closely with other departments at Novartis and learn about different fields.
- **Networking:** Attend industry events and networking sessions to build professional connections.



Learning opportunities and development

Where we  
support you to  
**achieve your  
aspirations**



## During this Internship, you will benefit from:

- Immersive training and mentorship tailored to your development goals.
- Hands-on experience in drafting corporate and commercial contracts.
- Opportunities to shadow industry leaders and learn from their expertise.
- Building a network of supportive peers and mentors who will guide you at every step.



Career progression

# Where the future can lead in many directions





## By the end of the Internship, you will have gained:

- **Legal expertise:** Hands-on experience in drafting, reviewing and amending contracts.
- **Industry knowledge:** Insight into the pharmaceutical industry, understanding its regulatory environment and the legal challenges faced on a day-to-day basis.
- **Client interaction:** Experience in building and maintaining professional relationships with clients.
- **Analytical skills:** Improved ability to analyze complex legal documents and identify key issues or concerns.
- **Communication skills:** Enhanced written and verbal communication skills through drafting contracts and interacting with colleagues and clients.
- **Project management:** Experience in managing multiple projects simultaneously and prioritizing tasks.
- **Professional connections:** Build a network of contacts within Novartis and the broader pharmaceutical industry.
- **Mentorship:** Benefit from the guidance and mentorship of experienced professionals.
- **Problem-solving:** Enhanced problem-solving skills through real-world legal issues.
- **Resume building:** Strong addition to your resume, showcasing your experience with a leading pharmaceutical industry.

Qualifications required

Where you can  
**unlock your  
potential**





## This program is for you if:

- You hold a Master degree in law. Depending on the Legal department, you need to have a good knowledge of Swiss law, and your degrees may have to be obtained at a Swiss university. This will be clear in the job advert.
- You do not hold the bar exam.
- You have high business-level English skills in verbal and writing.
- You are passionate about innovation and improving healthcare.
- You are a team player who thrives in a collaborative environment.

Compensation and benefits

# Where everyone has the **chance to thrive**



**Working at Novartis means feeling valued – for who you are, for what you can contribute right now, and for everything you could be in the future. That is why we offer:**

- Health and wellness benefits to support your work-life balance.
- Opportunities for growth through our learning and development resources.
- Hybrid working or flexibility.



Application process

**Where an  
exciting  
future could  
start today**



## Applying is simple:

- When a Legal Trainee role is advertised, please submit your application online. We recommend setting up a job alert on our career page or LinkedIn to be informed as soon as we advertise.
- Join us for an interview where you'll meet the team and showcase your potential.
- Start date is either January 1<sup>st</sup> or June 1<sup>st</sup>.
- Accept your offer and get ready to begin your journey!

Top tip: Be yourself. We are looking for people who are curious, passionate and ready to make a difference.

# Join us in reimagining medicine.

For more information about  
early careers at Novartis, visit:

[www.novartis.com/careers/early-careers](http://www.novartis.com/careers/early-careers)