

Novocure careers



Novocure is a global publicly-traded commercial-stage oncology company developing a profoundly different cancer treatment therapy called tumor treating fields (TTFields) for patients with solid tumors. TTFields therapy is a non-invasive, novel, antimitotic treatment modality which utilizes proprietary technology attempting to slow or reverse tumor progression by inducing tumor cell death. Novocure's commercialized product, Optune, is approved for the treatment of adult patients with glioblastoma (GBM) in the USA, Europe and Israel. Novocure has ongoing or completed clinical trials and is further expanding its efforts into several other solid tumor indications - non-small cell lung cancer, pancreatic cancer, ovarian cancer and other types of solid cancers.

For our legal team in Root, Switzerland we are looking for a

Legal Assistant / Work Student (40%)

In this position, you will support the Legal Department in various European matters including administration, preparation of legal documents and communicating/coordinating with internal stakeholders in Europe and US. You will be working closely with the Director, Legal Counsel Europe, including his team and you will have the opportunity to gain valuable insights of a Legal Department in a globally operating Medical Device Company.

Your responsibilities:

- As Legal Assistant, your goal will be to support the Legal Counsels and to provide a variety of general corporate and commercial legal services to a number of in-house clients
- Your daily tasks will include the preparation of legal documents (e.g. non-disclosure agreements, contract templates), dealing with international corporate housekeeping, as well as supporting the contract management system and signature processes
- You will be assisting Local Counsels with legal research in various topics (e.g. employment & corporate law)
- Coordinating cross functional worldwide legal requests with global stakeholders will be another important area of focus

Your profile:

- Law degree student, preferably in the 2nd year of study
- Working confidently, proactively and assertively when dealing with cross-functional colleagues in the organization
- You can exercise good judgment under pressure and have the ability to adapt and change in a shifting environment
- You have an excellent command of English and German, both written and spoken (further language skills would be a benefit)

Scan to apply

