

Come and join our team to contribute to providing treatment options for patients with rare diseases that have a severe impact on the lives of affected children and adults. You can make a difference as:

Legal Intern – Contract Management System (60-100%)

Location: Pratteln, Switzerland (Hybrid)

Start Date: Immediate start possible

Duration: Approx. 2–4 months, depending on the work pensum

Scope of Work

We are seeking a motivated and detail-oriented Legal Intern to join our team. The intern will assist with contract management activities, ensuring compliance with company policies and legal standards. This is an excellent opportunity for a law student or recent graduate to gain hands-on experience in a dynamic legal environment. The role reports to the Senior Legal Counsel.

Key Responsibilities

- Enter, update and maintain contract data in the contract management system, ensuring all documents are accurately filed and easily accessible.
- Review existing contracts to extract and input material information into the system, including key terms, renewal dates, and obligations
- Support the legal team in organizing the contract lifecycle, including contract creation, approval, execution, and archiving
- Generate contract reports and summaries as needed to support legal and business operations
- Ensure all contract entries comply with internal policies, legal standards, and regulatory requirements
- Participate in process improvement initiatives to enhance the efficiency and reliability of contract management procedures
- Perform ad hoc administrative and legal support tasks as required by the legal or contract management team

Required Qualifications & Experience

- Currently enrolled in or recently graduated from an accredited law school.
- Fluency in English and German, both written and oral, additional languages will be considered a plus

Desirable Qualifications & Experience

- Prior internship or experience in a legal, compliance, or contract management role is an advantage

Required Competencies & Skills

- Strong attention to detail and high level of accuracy in data entry and document review
- Excellent organizational and communication skills, both written and verbal
- Ability to handle confidential information with discretion and professionalism
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite and contract management software (preferred) or willingness to learn new legal tech tools.
- Strong analytical and problem-solving skills; ability to identify and escalate issues as needed

For this position, the relevant working/residency permit, or Swiss-Citizenship is required.

If you are interested in a multicultural, challenging, and innovative work environment, and your profile matches our requirements, we look forward to receiving your online application in English via email at career@santhera.com