

La Prairie is the leader in luxury skincare, present in 90 countries around the world. Synonymous not only with luxury, the La Prairie name evokes innovation, performance, high-touch service and Swissness — the purity, precision and excellence inherent to the extraordinary land that saw the brand's inception in 1978. La Prairie endeavours to fulfill a quest for timeless beauty through the highest standards of advanced technology combined with exquisite formulations and elegant packaging — elevating science to art.

For our Global Legal and Compliance Department located in Volketswil, ZH we are looking for a motivated

GDPR Project Manager

In this key position, you co-lead the GDPR rollout project and support the GDPR project team members from across various departments to ensure GDPR and general data protection compliance. In addition, you will provide privacy advice and governance support.

Responsibilities

- Together with a colleague from our IT Team, you will co- team lead the GDPR Project and ensure relevant procedures and processes are in place to meet GDPR and Swiss data protection law compliance of the Swiss and EU group companies in relation to personal data (employees and customers);
- Actively participate in the analysis of GDPR-related risks and issues as they arise;
- Develop data protection documentation (for example data processing agreements and inter-company data transfer agreements) and assist with supplier negotiations relating to data protection and information security matters;
- Develop privacy policies and data protection procedures consistent with local legal requirements and group policies and procedures;
- Undertake Privacy Impact Assessments, where appropriate;
- Assist with the design of the internal Data Protection Portal and ensure the privacy records are up-to-date and all the data processing activities are appropriately recorded and tracked;
- Design process flows together with IT and ensure the rights of the data subject are fulfilled in accordance with the GDPR requirements;
- Advice on data protection and privacy related enquiries for the Group;
- Develop data protection training material and conduct trainings, where necessary; and liaise with external legal counsels, where necessary.

Qualifications

- +3 years of experience in a similar type of role, working with EU/GDPR and Swiss data protection legislation
- Expertise and interest in data privacy legislation
- Experience drafting, reviewing and negotiating data protection agreements and policies
- Experience in consumer goods business is considered as an advantage
- Understands IT challenges and business stakes
- Project management experience a plus
- Proactive and capable of dealing with different stakeholders and personalities
- Excellent communication and organizational skills
- Professionally fluent in English (written and oral), other languages are a plus
- Interest and ability to work in international and diverse environment

Starting date and workload

Immediately / 100%

Location:

CH-8604 Volketswil, Zürich

Duration

Initial contract until June 2018 with the potential for an extension based on performance and business needs.

Interested

If you are interested in this exciting opportunity, please send your application to:
Ms. Katharina Bösch / application@LaPrairieGroup.ch / Ref.: GDPR Project Manager
www.laprairiegroup.ch

