

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 endeavors 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 Travel Retail Team with seat in Volketswil ZH, we are looking for a

Global Travel Retail Coordinator (60%)

You will be the central point of contact for all Global TR administrative and team management tasks and handle global TR Credit/Debit Management and overview. Additionally you provide services to the team and guests.

Responsibilities

- Updates all team relevant documentation (org charts, team distribution list)
- Supports the introduction of new team members
- Responsible for birthday calendars & gifts
- Responsible for structure of global TR server
- Supports global TR in event planning and exhibitions or participation of TR in events
- Manages TR internal orders for office & events
- Handles debit & credit management for TR invoices in coordination with controlling/accounting
- Handling of global tender support letters
- Office management & office material orders including evaluation of suppliers (i.e. for printing)
- Direct contact to legal department
- Supports TR global functions & TR Europe with ad-hoc tasks
- Supports global TR management with documentation of confidential informations
- Supports global TR management in admin tasks (travel organization, expense reports etc.)
- Manages the travelling and calendars of VP & BDD global TR / informs reception respectively
- Evaluates and books hotels for team events globally
- Takes over tasks during absences of other team members

Qualifications

- Bachelor's degree or equivalent
- Very service oriented and trustworthy person with strong administrative skills and a very structured mind set who likes to improve procedures to gain efficiency
- Exact and task oriented working style are required
- Good PC skills, especially on MS office are a must
- Fluent in English/German is a must and knowledge of any other languages are an asset

Starting date: December 2018 / as per agreement

Timings: 60% - 25.5 hours per week on a minimum of 4 days

Location: CH-8604 Volketswil, Zürich

Interested: If you are interested in this exciting opportunity, please send your application to:
Ms. Andrea Fust / application@LaPrairieGroup.ch /Ref.: Global TR Coordinator
www.laprairiegroup.ch

By submitting your application, you confirm that you have read and accepted our [Privacy Notice](http://www.laprairiegroup.ch/privacynotice-CH-en.pdf)
<http://www.laprairiegroup.ch/privacynotice-CH-en.pdf>

