



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 legal and compliance team based in Volketswil we are looking for a

### **Legal Assistant/Paralegal**

In this role you will be providing legal support to our in-house Legal team. Organization and coordination of all legal matters (including trademarks, Handelsregister, Corporate Governance, contracts, etc.) i.e. assure the smooth running of the legal back office.

#### **Responsibilities**

- Managing the trademark and domains portfolio including drafting, reviewing, record keeping and monitoring of all trademark related activities and documentation
- Managing La Prairie's contract database including recording and filing all types of contracts and related documentation
- Corporate Governance: support with the Supervisory Board (Verwaltungsrat), Shareholder Assembly Meetings documentation and filing plus supporting on drafting, reviewing, record keeping and monitoring of all Handelsregister documents
- Assisting in Compliance related matters and activities including:
  - organizing, coordinating and documenting Compliance training sessions;
  - keeping the intranet Compliance page up-to-date; and
  - Compliance quarterly reporting.
- Drafting correspondence
- Giving support and assistance on special projects (e.g. Data Protection project, structural changes)

#### **Qualifications**

- 3+ years experience in the legal department of an international corporation or law firm
- Paralegal certificate, legal assistant training or equivalent education a plus
- Proficient in MS-Office applications
- Excellent communication skills and command of English (equivalent to mother tongue) and German (professional standard), both written and oral
- Excellent time management skills to handle multiple tasks and projects simultaneously
- Highly organised, detail oriented, accurate and independent
- Team player and team spirited with a friendly disposition
- Proactive work practices
- Experience with data base management
- Strong research and analytical skills
- SAP skills an advantage

#### **Start date**

As soon as possible

#### **Interested**

If you are interested in this exciting opportunity, please send your application to:

Mrs. Weiji Stocker-Phung / [application@LaPrairieGroup.ch](mailto:application@LaPrairieGroup.ch) /Ref.: Paralegal Assistant

[www.laprairiegroup.ch](http://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>

