

la prairie group

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.

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

(Junior) Legal Counsel

In this position, you will be providing legal and administrative support to our in-house Group Legal Counsel and assist in the smooth running of the Global Legal and Compliance Department.

This position will report to the Group Legal Counsel.

Responsibilities

- Undertaking and assisting in a variety of legal matters including in marketing, IT, data protection, and compliance issues.
- Assisting in the management of the Compliance Management System including the roll-out of compliance policies and compliance training.
- Undertaking and supporting the drafting and reviewing of legal documents including the creation and updating of contract templates.
- Supporting in various other administrative tasks of the Legal Department including maintaining the contracts database.
- Liaising with external counsel as required.

Qualifications

- A law degree or similar education
- 3+ years of post-qualified experience as an in-house counsel for an international company / international law firm.
- Previous experience working in a law firm is essential.
- Excellent inter-personal and communication skills.
- High flexibility, excellent organisational skills and an ability to manage multiple tasks/topics
- Ability to work under pressure in a culturally diverse organisation
- Proactive with a hands on mentality
- Fluency in English; fluency in an additional language such as German, French or Italian would be an asset.
- Strong MS Word and Excel skills.

Starting date and workload

As soon as possible / 100%

Location

CH-8604 Volketswil, Zürich

Interested

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

