

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 Department located in Volketswil ZH, we are looking for a

Legal Intern 40-80%

In this internship, you will provide additional administrative support to the Legal and Compliance Department to assure the smooth running of the department's back office. Our ideal candidate is looking for experience working with an in house team of lawyers in a global company. We offer the candidate exposure to a wide spectrum of tasks in a dynamic, international environment.

Responsibilities

Your main task is to assist the Legal and Compliance Department with the smooth running of the back office:

- Providing support to various back office activities including on record keeping and filing (paper & electronic), maintaining our electronic archiving systems.
- Providing general support including with mailings, scanning, photocopying.
- Supporting trademark record documentation activities.
- Giving support on special projects.
- Assisting in compliance activities.
 - Organizing and coordinating room set up for training sessions.
 - Preparing documentation for training sessions.

Qualifications

- Legal education (minimum 3 semesters of law studies)
- previous practical experience in a legal department of an international corporation or in a busy office environment desirable
- Proficient in MS-Office applications
- Strong communication and inter personal skills.
- Fluency in English (written and oral). Other languages a plus.
- Excellent time management skills to handle multiple tasks and projects simultaneously.
- Well organized, detail oriented, accurate, and independent.
- Willingness to get involved in new matters and to get things done.
- Unafraid to ask questions
- Team spirited

Duration

3 - 6 months

Starting date

As soon as possible

Location

CH-8604 Volketswil, Zürich

Interested

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

Mrs. Weiji Stocker-Phung / application@LaPrairieGroup.ch /Ref.: Legal Intern

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>

