



Technip France SAS Korea – Internship

Position	6 month Internship – starting date: December 2016 (flexible)
Department	Administration Team (Assistant to Administration Manager)
Introduction	Technip is a world leader in project management, engineering and construction for the energy industry. Technip Korea is a branch of Technip France and supports several major projects in South Korea. The selected intern will have the opportunity to work in an international company that is in constant expansion, learn about and participate in the administrative and financial procedures required within Technip.
Websites	http://www.technip.com Linked in
Job Description	<ol style="list-style-type: none">1) Update tracking documents on a daily basis2) Support all administrative procedures related to company contracts3) Act as a point of contact between head office, projects and suppliers4) Assist with document archiving, prepare memos and exhibits5) Draft contracts based on specific numerical information6) Conduct market study related to company's expenses on a monthly basis
Qualifications	<ol style="list-style-type: none">1) Student with an international background (no specific major required)2) Strong willingness to learn and perform high quality work3) Foreigners will require a visa allowing them to legally work part-time/full-time
Requirements	<ol style="list-style-type: none">1) Proficiency in MS Office products (IT skills would be appreciated)2) Fluency in English (Proficiency in French would be appreciated)3) Korean Speaker4) Strong communication and organizational skills5) Detail-oriented and able to deliver quality work in a fast-paced setting
Recruitment Process	Document Submission → Interview → Results Only short-listed candidates will be individually contacted for an interview.
Required documents	Please send in your English resume and cover letter to the following address: joki@technip.com

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For any enquiry, please contact the following number: 02) 850 3015