

Employment Opportunity

General Information:

Job Title / Department:	Researcher / Government Affairs
Period:	3 months
Location:	European Chamber of Commerce in Korea, Seoul Office
Posting Date:	2019.09.09
Application Deadline:	2019.09.16 (Mon)

The European Chamber of Commerce in Korea (ECCK) is the distinguished association of European Companies operating in or related to Korea. Pursuing a career at the ECCK involves working in a multicultural environment, together with valuable business makers and government officials from Korea and Europe. The challenging tasks and duties will reveal as an opportunity to develop your career in an innovative, modern-working environment.

Job Description & Requirements:

Job Description

- » Conduct research on various topics related to the ECCK government affairs using resources in English & Korean
- » Assist in the general management of the government affairs
- » Assist in the preparation of major events (conference, seminars)
- » Monitor the latest updates in the government affairs
- » Translate various reports/articles; English to Korean and vice versa

Requirements

- » Fluent in English and Korean (both oral and written), certified language test score(s) a plus;
- » Good research & analytical skills and capacity to summarize relevant information;
- » Excellent writing and communication skills;
- » Proficiency in using MS Office;
- » Organised, proactive, and self-confident;

Application Procedure:

Please send your application by email to hyunsung.rhee@ecck.eu by (2019.09.16 Monday)

Application should be submitted in a single file & include the followings:

- » **Cover letter in English & Korean** (max. 1 page each)
- » **CV in English & Korean** (max. 1 page each)
- » **Convert into 1 PDF file for the submission**
- » **Email Subject: 2019 GA Researcher_Name**

Late or incomplete applications will not be considered. The ECCK will only contact candidates with whom we would like to have an interview.