

Employment Opportunity

General Information:

Department:	Legal & International Affairs / Committee Head
Location:	European Chamber of Commerce in Korea, Seoul Office
Application Deadline:	April 23, 2021

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

The Legal & International Affairs Division comprises of two separate Committees (focused on the Intellectual Property Rights and Fashion & Retail) and two forums (Compliance and Human Resources) dealing with legal and regulatory matters. Whereas the Committees are ECCK's core advocacy platforms and through such members' businesses challenges are resolved, the Forums are focused on information exchange about recent developments and practices.

Responsibilities include:

- Engaging with key Korean, European, and international counterparts to address and resolve business challenges of members;
- Gathering industry contributions and drafting of formal position papers;
- Devising and operating activities according to member needs (including Committee meetings, seminars, conferences);
- Contribution to the general operation of the ECCK.

Requirements

- Minimum of three years of relevant professional experience;
- Knowledge of intellectual property rights;
- Familiarity with Korean legislation and legislative processes;
- Fluency in English (both oral and written); TOEIC SCORE: 900 or above. TOEIC Speaking: Level 6 or above;
- Fluency in Korean beneficial;
- Excellent research & analytical skills and capacity to summarize relevant information;
- Outstanding writing and communication skills;
- Pro-active and able to work independently, sometimes under tight deadlines;
- Flexible and able to work on multiple projects at any one time;
- International mindset, comfortable working in a multi-national environment;
- Proficiency in using MS Office and Hansoft.

Application Procedure:

Please send your application by email to hyunsung.rhee@ecck.or.kr by April 23, 2021

Application should include:

- **Cover letter in English & Korean** (max. 1 page each)
- **CV in English & Korean** (max. 1 page each)

Late or incomplete applications will not be considered.