

## Employment Opportunity

### General Information:

<b>Job Title / Department:</b>	Assitant Manager / PR & Communications
<b>Location:</b>	European Chamber of Commerce in Korea, Seoul Office
<b>Application Deadline:</b>	April 30, 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

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The position holder will report to Manager of PR & Communications to manage the chamber's internal and external communications and publications.

#### 1. Publications Production & Distribution

- Support the editing and amendment process by checking content and design of a publication
- Liaise with external contributors, designers, printers, copyreaders, and other organizations to make sure that publications are produced with a high quality and by deadline
- Coordinate internally with ECCK's committees to collect draft articles and information as instructed by the supervisor
- Conduct interviews and/or attend external conferences to prepare articles for publications
- Draft articles for magazine and newsletter
- Other logistical tasks when necessary

#### 2. Communication Support

- Edit and proofread on- and off-line notice and business reports
- Draft, edit and update contents on ECCK website and social media channels

#### Requirements

- Fluent in English and Korean (both oral and written), other language(s) a plus; TOEIC SCORE: 900 or above.  
TOEIC Speaking: Level 6 or above.
- Excellent research & analytical skills and capacity to summarize relevant information
- Strong English writing ability;
- Proficiency in using MS Office and Hangeul; experience with Adobe Photoshop is a plus
- 1~2 years of professional work experience.

### Application Procedure:

Please send your application by email to [hyunsung.rhee@ecck.or.kr](mailto:hyunsung.rhee@ecck.or.kr) by April 30, 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.