

# Employment Opportunity

## General Information:

<b>Job Title:</b>	Committee Researcher
<b>Location:</b>	European Chamber of Commerce in Korea, Seoul Office
<b>Period:</b>	June, 2021 - Jan, 2022; 8 months (20 hours per week)
<b>Posting Date:</b>	2021.05.24
<b>Application Deadline:</b>	2021.05.31

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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- Monitor the latest industry regulation and news
- Assist in the general management of the committee
- Conduct research on various topics related to foreign and domestic industry law & regulations
- Translate various reports / articles; English to Korean & vice versa
- Prepare and assist regular committee meetings
- Draft meeting minutes

### Requirements

- Maximum of less than 2 years of working experience preferred;
- Fluent in English and Korean (both oral and written);  
Equivalent to TOEIC 900 or above, TOEIC Speaking level 6 or above;
- 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 [career@ecck.or.kr](mailto:career@ecck.or.kr) by ( 2021.05.31 )

Application should follow the below:

- **Cover letter in English & Korean** (max. 1 page each)
- **CV in English & Korean** (max. 1 page each)
- **Total of 4 documents combined to 1 pdf file for the submission**
- **Email Title: 2021 Committee Researcher\_Name**

Late or incomplete applications will not be considered.