

# Employment Opportunity

## General Information

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| <b>Department</b>           | Event Management Assistant Manager/ Manager (depends on the candidate's experience) |
| <b>Location</b>             | European Chamber of Commerce in Korea, Seoul Office                                 |
| <b>Posting Date</b>         | 2021.10.06  |
| <b>Application Deadline</b> | 2021.10.13  |

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.

## Responsibilities & Qualifications

### Responsibilities

- Plan, organize and execute small and big scale events (online & offline)
- Decide event theme, participation of key-people
- Create key visual and initiate marketing activities to ensure high attendance
- Prepare and manage event budget and ensure adherence
- Look for event sponsors for financial contribution
- Negotiate with event partners and service providers
- Coordinate all event operations
- Manage RSVP and handle inquiries from event participants
- Manage event logistics on the event day
- Prepare event reports analyzing the events operational effectiveness

### Qualifications

- Bachelor's degree or above
- Experience in event management or related area of at least 2 years
- Team player with an ability to lead
- Customer service orientation
- Excellent organizational skills with ability to focus on details
- Problem solving attitude
- Outstanding communication and negotiation skills
- Fluent in English and Korean is a must
- Proficient in MS Office Skills and Zoom (Webinar)

## Application Procedure

Please send your application by email to [career@ecck.or.kr](mailto:career@ecck.or.kr) by (deadline 2021.10.13 )  
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 Event Management\_Last name First name

*Late or incomplete applications will not be considered*