

# Employment Opportunity

## General Information:

<b>Job Title / Department:</b>	Operation Researcher / Finance & Administration and Membership
<b>Location:</b>	European Chamber of Commerce in Korea, Seoul Office
<b>Application Deadline:</b>	December 31, 2021
<b>Contract Type:</b>	1 year contract

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

### Context for the position

For the objective of this hiring is to enhance ECCK's operational excellence for both Finance & Administration and Membership departments. Therefore a successful candidate is expected to increase the efficiency of the current procedure of ECCK, and gradually explore better solutions for operational excellence.

### Job Description

The position holder is in charge of day to day operation of the Finance & Administration and Membership departments. He or she will report directly to the managers for both departments.

### Responsibilities

#### 1. Human Resource Support

- Support hiring process (Organize received application, contact candidate for scheduling interview, and so on)
- Support employee management in HR-related matters
- Translate outstanding documents (if needed)
- Study on new HR regulations and report on time
- Deliver physical onboarding to new employee

#### 2. Finance, Procurement and Treasury Support

- Prepare and submit procurement requests (ad hoc basis)
- Issue tax invoice
- Issue receipt
- Delivery treasury note (once per month)

#### 3. General Administration Support

- Verbal and written communication with vendors when needed
- Assist in general administrative work of the Chamber's operation
- Support on President's VISA renewal
- IT maintenance by coordinating with external IT service provider

#### 4. Membership Management Support

- Monitor and update member companies information accordingly
- Assist in the management of membership fee collection
- Assist in creating invoices manually for membership renewal

#### 5. Operational Excellence Support

- Proceed a bidding analysis in the selection of the Chamber's CRM system
- Support to explore and set up the internal system for the Chamber

### Qualifications

**Be accurate and have a detailed-oriented and result-oriented mindset**

**Can-do attitude, Learning attitude**

**Pro-active and the ability to stick to deadlines as well as work independently**

**Strong interpersonal and communication skills**

**Flexible and able to work on multiple projects at one time;**

## Requirements

Minimum of 1 year of relevant professional experience; or fresh graduate

Fluency in Korean and English (both oral and written);

Proficiency in MS Office and SharePoint

## Application Procedure:

Please send your application by email to [career@ecck.or.kr](mailto:career@ecck.or.kr) by 31 December 2021

The application should include:

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

CV in English & Korean (max. 1 page each)

Convert into 1 PDF file for submission.

Application and Email submission title: **2022 Operation Researcher\_(First name Last name)**

**Hiring process: Application screening -> 1st interview (online 30 mins) -> Final Interview (offline 1 hour)-> Hire**

Late or incomplete applications will not be considered.

Please follow the naming convention for both file and email title

Please kindly be advised call inquiry shall not be accepted, please send a proper email to [career@ecck.or.kr](mailto:career@ecck.or.kr) if you have any questions