



EMBASSY OF ESTONIA
SEOUL

The Embassy of the Republic of Estonia in the Republic of Korea is looking to hire

ESTONIAN BUSINESS HUB MANAGER

We offer you the mission of setting up and managing our brand new Business Hub in Seoul, introducing Estonia and its business opportunities and promoting trade with Korea.

The main tasks of the Business Hub Manager include running the daily activities of the Business Hub, participating in preparing its contents, introducing Estonia to visitors and connecting Estonian and Korean companies.

The duties also include organising events, preparing promotional materials and introducing the Business Hub on social media.

You are a suitable candidate if you:

- have graduated from a university and have at least 3 years of project management experience;
- speak and write excellent Korean and English, have good writing and social media skills;
- have excellent public speaking, presentation and communication skills;
- are precise and correct in daily management tasks, have a sense of duty and willingness to learn;
- have previous experience working with Korean companies, know Korean business environment and have a good contact network.

To apply for the position, **please e-mail your CV and a short letter of motivation indicating your desired salary (in English)** to the Embassy of the Republic of Estonia in Seoul at Embassy.Seoul@mfa.ee.

The deadline for applications is 30 April 2022. Any questions regarding the position should also be e-mailed to Embassy.Seoul@mfa.ee. Only the candidates invited to an interview will be contacted via e-mail by 10 May 2022.

Start date: July 2022

Employment type: Fixed-term employment contract in accordance with the Korean law

Location: Seoul Square Building, 416 Hangang-daero, Namdaemunno 5(o)-ga, Jung-gu, Seoul, Republic of Korea

The Embassy of the Republic of Estonia in Seoul does not mediate activities related to the registration of residence and employment and does not cover living costs.

The Estonian Business Hub Manager position is funded by European Union NextGenerationEU.