



Job Description

Job Title	Event Coordinator (Full time)
Duration	4 months contract (Mid-Aug to Mid-Dec 2022)
Team	Marketing & Event Management
Office	Seoul Office, Korea
Reporting to	Event Manager
Role	<ul style="list-style-type: none">• Support event manager for the entire event execution process• Manage and report daily event RSVP and payment status• Manage invoicing process (e.g., create invoice, request tax invoice etc.)• Handle various event inquiries from external stakeholders by phone and e-mail• Upload online event materials on website & SNS• Order or create event materials (e.g., online invitation, banner, foam board etc.)• Support at the event site (e.g., RSVPs, photography etc.)• Other duties as assigned
Minimum Qualification	<ul style="list-style-type: none">• Currently enrolled in a Bachelor's or Bachelor's degree or above• Ability to speak and write in Korean and English fluently• Excellent knowledge in MS Office
Preferred Qualification	<ul style="list-style-type: none">• Previous work experience (e.g., internship or part-time)• Attention to detail and accuracy• Ability to handle multiple tasks in a rapidly changing environment• Excellent communication skills with internal or external stakeholders

Application Procedure

Please send your application by email to career@ecck.or.kr by 2022.08.12,13:00 (KST)

Application should include: CV in English (max. 1 page)

- Convert into 1 PDF file for the submission.
- Email title: Application for Event Coordinator_Last NAME_First NAME_Mobile phone number

Late or incomplete applications will not be considered. The ECCK will only contact candidates with whom we would like to have an interview