

# Employment Opportunity

## General Information

<b>Job Title / Department:</b>	PR & Communications Intern
<b>Location:</b>	European Chamber of Commerce in Korea, Seoul Office
<b>Application Deadline:</b>	March 24 2023 ~ April 7, 2023
<b>Contract Type:</b>	Full time / 2-month contract (May 1 ~ June 30)

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

1. Support the overall process of the ECCK Membership Directory Project
  - Contact member companies via email/phone for an information update
  - Update related information on the ECCK website
  - Amend the publication when requests come in
2. Support content creation for websites & social media
  - Draft news related to ECCK's activities under the guidance of the supervisor
  - Research/monitor news and potential coverage ideas
3. Administrative support
  - Attend and provide support at ECCK events (networking, forums, etc.)
  - Handle any other general office related support

### Qualifications

- Proficiency in English to be able to observe/interpret documents in English
- Excellent written and oral communication skills
- University degree in communications, business, marketing or local equivalent is preferred
- Detail-oriented, organized to observe and handle all ECCK members' data

## Application Procedure

1. Document Screening → Interview
2. Applicants who are selected for an interview will be contacted via email.
3. Please send your application by email to [career@ecck.or.kr](mailto:career@ecck.or.kr) by **April 7, 2023**
4. 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 the submission.
  - Application and Email submission title: **PR & Communications Intern \_(First name Last name)**

Late or incomplete applications will not be considered.

Under subject, please indicate the title of the position and your name

For inquiries regarding the application process, please send email to [career@ecck.or.kr](mailto:career@ecck.or.kr)

The candidates who have not been short-listed will not be contacted individually