

# Employment Opportunity

## General Information:

**Job Title / Department:** Manager, IPR, Fashion & Retail committee

**Contract Period :** 1-year contract (subject to transfer to permanent position based on performance)

**Location:** Seoul Office (Seoul Square, 416 Hangangdae-ro, Jung-gu, Seoul)

**Posting Date:** 2023.08.18

**Application Deadline:** 2023.08.31

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

### Job Description

- » Operate two separate committees (Intellectual Property Rights and Fashion & Retail);
- » Operate HR & Compliance Forum dealing with legal and regulatory affairs.
- » Gather industry contributions and draft formal position papers.
- » Devise and operate activities according to member needs (including Committee meetings, seminars, conferences, etc)
- » Organise IPR Conference and IPR Capacity Building Seminar.
- » Contribute to the general operation of the ECCK.

### Requirements

- » Minimum 2 years of work experience
- » Knowledge in intellectual property rights;
- » Familiarity with Korean legislation and legislative processes;
- » Fluency in English and Korean (both oral and written);
- » Excellent research & analytical skills and capacity to summarize relevant information
- » Outstanding writing and communication skills
- » Pro-active and able to work independently, sometimes under tight deadlines;
- » Flexible and able to work on multiple projects simultaneously
- » International mindset, comfortable working in a multi-national environment.
- » Proficiency in using MS Office and Hancm.

## Application Procedure:

Please send your application by email to [career@ecck.or.kr](mailto:career@ecck.or.kr) by [ 2023.08.31 ]

Application should follow the below:

- » **Email Title: IPR\_Name**
- » **Cover letter in English & Korean** (max. 1 page each)
- » **CV in English & Korean** (max. 1 page each)
- » **All documents to be combined into 1 pdf file for the submission**

Late or incomplete applications will not be considered.