

Employment Opportunity

General Information:

Job Title / Department: Intern / General Administration & Management Support

Contract periods : 1-year contract

Working hours : 30 hours per week (10:00 (09:00) to 17:00(16:00) including an hour of lunch time)

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

Posting Date: 2023.09.05

Application Deadline: 2023.09.13

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

- » **Management Support :**
 - [Scheduling] Internal & External meetings,
 - [Reservations] Meeting rooms / Business trip -Flight ,Accommodations/ /Visitor Registration/ Other service Etc
 - [Assistance] - Everything about the Korean language
 - [Expense Claims] - Reimbursement claims
- » **Office Administration**
 - [Information] Information Sharing from Building maintenance team
 - [Phone Calls] Consult with general phone calls for ECCK
 - [Office administration] Office supplies & Refreshment / Cleaning service arrangement /Parking ticket
 - [Invoices] - Process invoices related to office maintenance
- » **Coordinating events for ECCK**
 - [ECCK event preparation] Workshop/ Townhall meeting (yearly)

Requirements

- » Fluency in English and Korean (both oral and written);
- » Proficiency in using MS Office
- » Well -organized and self -motivated.

Application Procedure:

Please send your application by email to career@ecck.or.kr by [2023.09.13]

Application should follow the below:

- » **Email Title: Administration_ 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.