

Employment Opportunity

General Information

Job Title: PR & Communications Manager

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: 2023.09.05

Application Deadline: 2023.09.12

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.

About the Position

The position holder leads and contributes to the ECCK's overall PR & Communications activities. He/she will lead and support general communications activities by sharing the information and news about the chamber's core activities with members and general public throughout close collaboration with other internal functions.

Job Description & Requirements

Job Description

1. Publication Production & Distribution

- » ECCK's White Paper: coordinate internally with ECCK's committees to collect information for the production of the Chamber's annual White Paper publication
- » ECCK's Membership Directory: communicate with members to update related information annually and manage related platform through close collaboration with the membership team
- » Liaise with external parties (e.g., contributors, designers, printers, copyreaders etc.) to make sure that publications are produced with high quality and by deadline
- » Support other ad-hoc publications (e.g., survey) as necessary

2. Website & SNS Management / content management

- » Create content (articles) and update news for various online channels - website, social media newsletter, digital magazine (incl. video)
- » Manage advertising/sponsorship

3. Media Relations

- » Plan and executive annual ECCK White Paper Press Conference (with Event team)
- » Prepare key messages for press release/interview when opportunity comes
- » Manage key media relationships and monitor/develop media coverage
- » Update Media list and main contact for media

4. Management Support

- » Advise/support operations of the Chamber's events & CSR activities
- » Advise/support President/Chairperson's speech/letter
- » Edit and proofread business reports (Ad-hoc)

Requirements

- » Minimum five years of relevant professional experience (e.g. Communications, PR, website/social media management)
- » Fluency in English with valid proven records (both oral and written); TOEIC SCORE: 900 or above
- » Outstanding writing and communication skills (both Korean and English)
- » Pro-active and able to work independently, sometimes under tight deadline
- » Inter-personal skill / strong leadership to lead the change and expore innovative ideas
- » Openness/willinging to learn
- » Flexible and able to work on multiple projects at any one time
- » Proficiency in using MS Office / Plus in using design, video tools or photograph skill

Application Procedure

Please send your application by email to career@ecck.or.kr by 14:00 (KST) Sep12, 2023

Application should follow the below:

- » **Email Title: PR/COM_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.*
 - * Only successful candidate shall be reached out for interview process
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