

Employment Opportunity

General Information:

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| Job Title / Department: | Event Assistant Manager/ Marketing & Event Management |
| Location: | Busan Office, Korea |
| Posting Date: | November 2, 2023 |
| Application Deadline: | November 15, 2023 |
| Contract Period: | January 1, 2024 - December 31, 2024 (subject to change to permanent based on performance) |
| Working Hours: | 09:00 - 18:00 (39 hours/week) *Working hours can be adjusted according to the event schedule |

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

* Main Responsibilities

1. Plan, organize and execute annual event schedule in Busan Office (online & offline)

- Decide event theme, create invitation, manage RSVP and handle inquiries from event participants
- Manage event budget and ensure adherence
- Look for event sponsors for financial contribution and gifts for event attendees
- Negotiate with external stakeholders (Hotels, event agencies etc)
- Contact experts both domestically and internationally
- Oversee overall management of the event on the event day
- Create post-event reporting and survey

2. Support Marine & Shipbuilding Committee in Busan Office

- Organize event for the committee members and create meeting minutes

3. Support Membership acquisition in Busan Office

- Arrange and attend meeting with potential members and support membership enrollment process

* Requirements

- Minimum 1-2 years professional work experience
- Fluency in both Korean and English (*Submission of English exam scores is mandatory)
- Professional & proactive mindset, strong time management skills, multitasking skills, fast learner
- High attention to detail, fast task processing skills, effective reporting & communication skills, Ability to work independently
- Versatility and aesthetic sense

* Preference

- Diverse work experience (Full time, Internship, Part-time etc)
- Diverse foreign experiences (Residence or travel experience etc)
- Sociable, outgoing, and a positive mindset

Application Procedure:

Please send your application by email to career@ecck.or.kr by [15 Nov (Wed), 2023]

Application should follow the below:

- **Email Title: Event Assistant Manager_ Name**
- **Resume in English and 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