

[Job Description]

※ **Common minimum qualifications (must-haves)**

- Korean/English proficiency : Intermediate and above

Job Title	Job Duties	Preferred Skills of Requirements
Accounting Associate	<ul style="list-style-type: none"> - Responsible for data entry of financial reports and record-keeping - Assist with preparing various financial reports - Responsible for general ledger bookkeeping - Maintain historical records by filing documents - Develop system to account for financial transactions - Record day-to-day financial transactions and complete the posting process - Prepare financial reports through collection, analysis, and summarization of data 	<p>[Minimum Qualifications]</p> <ul style="list-style-type: none"> - Background knowledge of accounting principles - Individuals pursuing an undergraduate degree, preferably with a concentration in Business Administration, Accounting, Finance, Economics, or related field <p>[Preferred Qualifications]</p> <ul style="list-style-type: none"> - Ability to work with numbers quickly and accurately - Proficient in G-Suite, Microsoft Office, or related software
Logistics Admin Associate	<ul style="list-style-type: none"> - Complete warehouse operational requirements by scheduling and assigning tasks to employees - Maintain adequate storage for warehouse and on-site inventory - Oversee overall operations and procedures regarding stocks, inventory, and orders and shipment - Communicate with external vendors as well as create liaison with business partners - Maintain delivery schedules as well as PO records on purchases - Responsible for financial and administrative aspects including data entry, record keeping, billing and managing invoices - Assist customs compliance/clearance 	<p>[Minimum Qualifications]</p> <ul style="list-style-type: none"> - Excellent statistical and analytical skills - Individuals pursuing an undergraduate degree, preferably with a concentration in International Trade, Business, Supply Chain Management, Logistics, or related field <p>[Preferred Qualifications]</p> <ul style="list-style-type: none"> - Proficient in G-Suite, Microsoft Office, or related software

<p>e-Commerce Operations Associate</p>	<ul style="list-style-type: none"> - Perform entry-level administrative support to the data entry function with high volumes of work - Monitor and manage orders, stocks, inventory, listings, sales activity, cases, etc. and perform analysis - Keep daily logs/sheets/documents up-to-date - Review and manage customer feedback - Collaborate with other departments to update contents and request images - Run advertising campaigns and manage budget including managing coupons and promotions - Identify and troubleshoot issues related to e-commerce operations - Detail page optimization - Responsible for SEO activities 	<p>[Minimum Qualifications]</p> <ul style="list-style-type: none"> - Individuals pursuing an undergraduate degree, preferably with a concentration in Bachelor's degree in business administration, communications, marketing or e-commerce related field <p>[Preferred Qualifications]</p> <ul style="list-style-type: none"> - Self-starter with excellent communication and interpersonal skills - Proficient in G-Suite, Microsoft Office, or related software
<p>Software Developer</p>	<ul style="list-style-type: none"> - Develop and implement new software programs - Maintain and improve the performance of existing software applications - Research new technologies and learn new programming languages as needed - Translating designs and make it functional through neat code and execution - Responsible for debugging and troubleshooting 	<p>[Minimum Qualifications]</p> <ul style="list-style-type: none"> - Software development experience in one or more programming languages: C#, Java, Python, JavaScript, PHP - Knowledge and experience with HTML, CSS, JQuery - Knowledge and experience with SQL or NoSQL - Individuals pursuing an undergraduate degree preferably with a concentration in Computer Science, Computer Engineering, or related technical field of study or equivalent work experience <p>[Preferred Qualifications]</p> <ul style="list-style-type: none"> - Thorough understanding of design, testing, and modification of programs and applications - Proficient with or the ability to quickly learn a coding and programming language - Excellent debugging and troubleshooting skills with an enthusiastic attitude to support and resolve customer problems

<p>Back-end Developer</p>	<ul style="list-style-type: none"> - Develop and implement new software applications - Maintain and improve the performance of existing applications - Research and learn new technologies/programming languages as needed 	<p>[Minimum Qualifications]</p> <ul style="list-style-type: none"> - Knowledge and experience with Python Libraries[Selenium, Pymongo, Gspread, CherryPy] - Knowledge and experience with MySQL and MongoDB - Knowledge and experience developing RESTful API - Individuals pursuing an undergraduate degree preferably with a concentration in Computer Science <p>[Preferred Qualifications]</p> <ul style="list-style-type: none"> - Experience with AWS [RDS, EC2, Lambda, Route53, CodeCommit] - BA or BS in Computer Science or equivalent work experience
<p>Front-end Developer</p>	<ul style="list-style-type: none"> - Create user-friendly web pages by using various programming languages - Provide website maintenance and enhancements - Write functional requirements documents and specifications 	<p>[Minimum Qualifications]</p> <ul style="list-style-type: none"> - Proficiency with both mobile and browser-based debugging and Javascript performance testing - Object oriented programming skills - Strong skill and experience in debugging and troubleshooting complex web applications - Individuals pursuing an undergraduate degree preferably with a concentration in Computer Science, HCI, Design, or equivalent work experience <p>[Preferred Qualifications]</p> <ul style="list-style-type: none"> - Proficient in G-Suite, Microsoft Office, or related software

Associate
Graphic
Designer

- Assist with Senior Designer to maintain all visuals within a given category
- Participate in all device launch planning and review sessions
- Participate in creating product description images with a thorough understanding of User Experience best practices, mobile experience, and e-Commerce creative guidelines
- Revise projects as necessary based on collaborative feedback process
- Crop and export assets
- Create digital marketing graphic assets for display and retargeting advertising

[Minimum Qualifications]

- Basic knowledge in Adobe CC suite (Photoshop, illustrator and etc)
- Basic knowledge of color theory, typography, composition, layout, shadow, lighting and other art fundamentals
- Individuals pursuing an undergraduate degree preferably with a concentration in the field of art

[Preferred Qualifications]

- Ability to research, analyze and present ideas