

Employment Opportunity

General Information:

Job Title / Department:	Researcher / Financial Services Committee
Location:	European Chamber of Commerce in Korea, Seoul
Posting Date:	2023.07.25
Application Deadline:	2023.08.06

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

- » Participate in all operational loops for 'Global Alternative Investment Insights 2020' conference.
- Assist in communicating with affiliated Global/Korean financial companies.
- Assist in managing website, design, and media partner agencies.
- Assist in organizing relevant agenda and documents in a timely manner
- » Support general management of Financial industry activities as well as other tasks instructed by the ECCK.

Requirements

- » Fluent in English and Korean (both oral and written); TOEIC SCORE: above 900 or equivalent /TOEIC Speaking
- » Experience in Business English communication is a plus.
- » Understanding and interest in the financial industry, preferably asset management, is a plus.
- » Excellent organizational skill to summarize relevant information.
- » Outstanding communication skills and proficiency in using MS Office.
- » Organised, proactive, and self-confident.

Application Procedure:

Please send your application by email to career@ecck.or.kr by 2023.08.06

Application should follow the below:

- » **Email Title: 2023 GAI Researcher_ '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.