Join Givaudan and
impact your world

Sales Administrative & Lab Assistant (One-year temp)- Your Future Position?

As the Sales Administrative & Lab Assistant in our Fragrance & Beauty Division, you will play a vital role in supporting our sales team and ensuring the smooth operation of our business. This position offers a unique opportunity to gain valuable experience in the industry while contributing to the success of our organization. Perform most complex/critical administrative and clerical tasks in order to ensure efficient operations of the office/business unit and support personnel in their duties, according to company's policies and local requirements. At this exciting role, you will:

You?

Are you someone who wants to grow shape your own world? Who thrives being in a culture where you can express yourself in creative team environment? Who wants to collaborate and learn together with teams who are as passionate as you are? Then come to join us – and impact your world.

Sales Administration

- Perform reactive project support to Sales Forces
- Timely documentation support with RAPS team
- Logistic work locally and internationally

Lab Assistance

- Support KR collection building
- Oil sample and application sample preparation to key accounts and SBU clients
- Office and lab supply and fine fragrance gift arrangement

Reporting

- File and retrieve documents and reference materials, conduct research, collect and analyses data to prepare reports and documents
- Revise and suggest improvements to processes and record-keeping systems

Your professional profile includes:

- Bachelor`s degree in any major
- Good communication in English
- Computer literacy
- Time Management skills
- Good interpersonal skills
- Organizational skills

Our Benefits:

- Monthly salary: 2.5-3M KRW
- Monthly meal allowance: 100,000 KRW
- Monthly transportation allowance: 80,000 KRW
- Working from home policy: one day per week wfh eligible
- Paid holidays and medical leaves

Our Location:
60 Mabang-ro, 11 & 12/F Trust Tower Bldg, Seocho-gu, Seoul,South Korea

How to apply?

Please click on this link to apply directly: https://jobs.givaudan.com/job-invite/111771/

Your future employer?
Givaudan is the global leader in the creation of fragrances and flavours. In close collaboration with food, beverage, consumer product and fragrance partners, Givaudan develops tastes and scents that delight consumers the world over. With a passion to understand consumers' preferences and a relentless drive to innovate, Givaudan is at the forefront of creating fragrances and flavours that 'engage your senses'. The company achieved sales of CHF 4.4 billion in 2013. Headquartered in Switzerland with local presence in 82 locations, the company has 9,500 employees worldwide. Givaudan invites you to discover more at www.givaudan.com.