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PORSCHE KOREA INTERNSHIP 1H 2025

Recruiting Positions: PR / Finance/ Legal & Compliance/ After Sales/ Sales/ Product & Marketing/ Business Development Intern

Internship Period: Feb 2025 ~ July 2025 (6 Months) *No guarantee on full-time employment.

Application Period: 22 Nov – 4 Dec 2024

Application Email: recruiting@porsche.co.kr

How to Apply: Make all of documents below into one PDF file and send it to our Recruiting Email at recruiting@porsche.co.kr

- 1) Resume in both English & Korean
- 2) Self-Introduction in Korean or English
- 3) Consent on Agreement to Collect and Use Personal Information (attachment)

*Free template for the Resume and Self-Introduction








*파일명 : Name(Eng & Kor)_ 1지망_ 2지망 ex)Porsche Kim 김포르쉐_Finance_BD

Recruiting Process: Minor changes in the schedule will be communicated directly to the relative applicants if any.



CV Review Results: 12 Dec → Offline Interview: 13 – 20 Dec → AI Interview: 2 - 10 Jan → Final Result: 14 Jan → Join : 3 Feb

Job Description:

 <p>PR Intern</p>	<p>Responsibilities:</p> <ul style="list-style-type: none"> ▪ Support news monitoring in the automotive industry overall as well as closely follow social issues developing on a daily basis, analyzing the Korean media landscape ▪ Coordinate local content production for Porsche magazine, Christophorus and LinkedIn ▪ Be responsible for creatively brainstorming new CSR program and supporting CSR event and communication ▪ Coordinate Porsche press car schedules and monitor media test drive impression articles and clips ▪ Interact closely with business partners to develop reports and presentations for communications use ▪ Support research and analysis for strategy development <p>Requirements:</p> <ul style="list-style-type: none"> ▪ Committed to providing high quality service to the team at all times ▪ Strong communication skills, organizational skills, and the ability to balance multiple obligations ▪ High attention to detail and excellent analytical, creative thinking, and research skills ▪ Strong English writing and verbal communication skills preferred ▪ Proficiency with Microsoft Office, Excel, Word, PowerPoint, and Outlook
 <p>Finance Intern</p>	<p>Responsibilities:</p> <ul style="list-style-type: none"> ▪ Support finance functions to prepare regularly scheduled reports ▪ Support daily operation of controlling and procurement related duties ▪ Research for controlling and procurement for business evaluations ▪ Support system/documents management and administrative tasks ▪ Perform ad-hoc functional project support <p>Requirements:</p> <ul style="list-style-type: none"> ▪ Moderate in English, written and spoken ▪ Adequate presentation skills, with proficient MS skills (Excel, PPT) ▪ Ability to handle sensitive and confidential information
 <p>Legal & Compliance Intern</p>	<p>Responsibilities:</p> <ul style="list-style-type: none"> ▪ Support Legal & Compliance activities - Assist in (i) drafting, reviewing of contracts and updating existing contract templates and (ii) drafting of legal responses to day-to-day legal & compliance inquiries - Assist in (i) management of contracts and (ii) developing internal contract management system - Assist in (i) development and implementation of compliance programs and (ii) management of company regulations - Organize and manage legal & compliance documents, case files, and trial material - Perform administrative tasks such as record management, document translation, meeting minutes recording, liaising with stakeholders, proofreading documents, preparing for trainings ▪ Support government affairs activities - Assist in preparing materials for submission to internal stakeholders, government agencies, and/or trade associations; - Monitor and report on legislative and regulatory developments that may impact company; ▪ Support Data Protection and Privacy activities - Assist in preparation of training materials, newsletter, guidelines - Assist in revising and translation of privacy policy. ▪ In-depth research - Conduct thorough legal research on various topics, including legal, government regulatory, compliance matters, and automotive industry-specific issues and provide detailed reports. <p>Requirements:</p> <ul style="list-style-type: none"> ▪ High level of written and verbal communication skills in Korean and English ▪ Good understanding of legal principles and equipped with good knowledge of basic concepts of law ▪ Strong attention to details coupled with a solution-oriented approach ▪ Proficient in MS Office (word, power point, excel) ▪ Able to thrive on face-paced environment and challenges
 <p>After Sales Intern</p>	<p>Responsibilities:</p> <ul style="list-style-type: none"> ▪ Daily support for Parts Supply Chain Management and Parts Logistics ▪ Provide backorder status to dealers on a regular basis ▪ Parts Recall Campaign Announcement and Reporting ▪ Manage AS work schedule tool ▪ Support AS department events <p>Requirements:</p> <ul style="list-style-type: none"> ▪ Learning agility ▪ Ability to work on multiple project and attention to detail ▪ Ability to communicate both in writing and speaking in Korean and English fluently ▪ Good knowledge of MS office (especially for excel and power point) ▪ Strategic thinking, positive attitude and excellent communication skill ▪ Understanding/interest of automotive industry and related working experience would be a plus
 <p>Sales Intern</p>	<p>Responsibilities:</p> <ul style="list-style-type: none"> ▪ Support of the sales managers and assistance in sales operation and management ▪ Daily monitoring of dealer sales KPIs - Retail Deliveries, Order Intakes and Showroom Traffic ▪ Contribution to the creation of regular sales reports and presentations based on sales KPIs ▪ Participate in & assist internal automotive market, competitor and macroeconomic research ▪ Daily support for supply chain operation ▪ Self-dependent handling of personal & group projects <p>Requirements:</p> <ul style="list-style-type: none"> ▪ Fluency in Verbal & Written English and Korean ▪ High proficiency in Microsoft Office suite skills, especially experience in Excel required ▪ Basic understanding & interest in automotive industry ▪ Excellent interpersonal and communication skills
 <p>Product & Marketing Intern</p>	<p>Responsibilities:</p> <ul style="list-style-type: none"> ▪ Support Retail Marketing ▪ Assist in managing the weekly/monthly/quarterly marketing meeting & report ▪ Manage short term special projects required by the Marketing Team ▪ Support brand asset trans-creation and translation ▪ Assist in marketing storage management and customs of marketing materials and vehicles ▪ Assist in budget management & internal financial process ▪ Manage marketing fleet log-book <p>Requirements:</p> <ul style="list-style-type: none"> ▪ Excellent communication and fluent English as well as fluent Korean skills ▪ Good organizational, strong social and personal skills ▪ High proficiency in MS office (especially Excel, Word, and Power Point) ▪ Understanding and interest of automobile industry ▪ Passion to work at Porsche and automobile industry ▪ Multitasking skills
 <p>Business Development Intern</p>	<p>Responsibilities:</p> <ul style="list-style-type: none"> ▪ Contribute to various innovative and strategic projects including E-performance, Omni-channel, and others ▪ Support retail events such as Porsche Now Pop-up Store, Year-end events, and others ▪ Actively work on administrative tasks and reporting tools for Qualification, Training, Dealer Agreement Management and other functions ▪ Manage Business Development bi-weekly / monthly meeting & report <p>Requirements:</p> <ul style="list-style-type: none"> ▪ Excellent written and verbal communication skills in English ▪ Demonstrated enthusiasm for the Porsche brand, products, and services

Requirements:

- Enthusiastic for the Porsche brand and the automotive industry
- Excellent written and verbal communication skills in English and Korean
- Advanced Microsoft Office skills (Excel, Word, and PowerPoint)
- Strong organizational, social and personal skills
- Strategic thinking, positive attitude and highly self-motivated team player
- Bachelor's Degree preferred
- **Applicable to graduates and students taking leave of absence** *Not applicable to those attending school during the internship period
- **Must be eligible for an offline interview** *No separate virtual interview provided

Additional Information:

- 국가보훈대상자와 신체장애자는 관련서류 제출시 관계법에 따라 우대합니다.
- 별도의 서류 접수 안내 메일은 송부되지 않으며 전형 결과는 메일로 개별 통지 됩니다.
- 개인정보동의서가 제출된 지원서만 최종접수되며 제출하신 서류는 반환하지 않습니다.
- 입사지원서 내용에 허위사실이 판명될 경우 입사가 취소될 수 있습니다.
- 기타 문의사항은 E-mail(recruiting@porsche.co.kr)로 문의바랍니다.