



[정책 전략 컨설팅 펌 GR Korea Project Assistant (1 year contract)]

GR Korea is pleased to announce a great opportunity for **Project Assistant**. In this busy and varied role, you will be responsible for providing research and secretarial support to the GR Korea team.

GR Korea is part of the GR Company, a rapidly growing international government relations and public affairs consulting firm with offices in Seoul, Washington D.C., London, Tokyo and Osaka, Singapore and Taipei.

You will be expected to fulfil the following main tasks:

- Provide research support for internal projects and client work to assist consultants;
- Provide secretarial support, including coordinating meeting schedules, booking meeting venues, drafting call notes;
- Support event organizing by liaising with relevant stakeholders, booking event venue, creating briefing packs and printing relevant materials, etc;
- Support company-related initiative to drive engagement with GR Korea;
- Give general administrative support.

You will need to have the following skills:

- Excellent verbal and written communication skills;
- Strong analytic and research skills;
- Be an effective team player with well-developed interpersonal skills;
- Be organized and detail-oriented;
- Have the flexibility to be productive in a number of different situations and environments.

We require that you have:

- Graduate / undergraduate student or fresh graduate with BA (preferably in political science, international relations, public administration, business)
- Native-level Korean and fluency in English (TOEIC 850 or above)

업무 시간 및 장소 : 월-금 10:00am-19:00pm, GR Korea 여의도 사무실

급여 : 월 260 만원

복지 : 수습기간 이후, 근무 4 개월 차 부터 주 1 회 재택 근무 가능, 업무 폰 (아이폰) 지급 및 기본료 지원, 역량개발비 지원 (연 1 회), 근무역량에 따른 특별 포상 휴가 가능, 생일 축하금 등.

졸업예정자 및 휴학생 지원 가능 (졸업생 우대), 토익 850 이상 필수

지원방법 : 사이트 접수 (<https://grcompany.bamboohr.com/careers/63?source=aWQ9MjU%3D>)

홈페이지 : <https://grkorea.com>

회사의 사정과 지원자의 역량에 따라 계약 연장 가능