

Position: Market Development Supervisor/Manager

[Market Development Team Mission]

The Market Development Team serves to advance AMCHAM's mission to enhance the U.S.-Korea business alliance through developing opportunities in new markets. The Team protects and engages in collaborative actions to assist U.S. SMEs and startups entering and succeeding in the Korean market. In addition, the Team supports Korean companies entering and succeeding in the U.S. market. The Team maintains close relations with a wide range of U.S. and Korean stakeholders, actively engaging in growth strategies and management for business development and optimization solutions. The Team also facilitates partnership identification and sponsor support with SMEs and startups through cross-functional communications for continued leadership and commitment to business empowerment.

[Key Roles & Responsibilities]

(1) Operations

1. Manage American Business Center program ("Program") and logistics
2. Develop materials and reports related to Market Development program offerings and execution (marketing, proposals, forms, and processes)
3. Update programmatic materials on AMCHAM American Business Center and Sponsorship pages
4. Draft and prepare membership and partnership proposals for the Program
5. Plan and execute key events and engagements with Program members through logistical arrangements
6. Arrange meetings amongst Program members and affiliates for partnership and sponsorship support
7. Identify internal workflow inefficiencies and implement continual improvements through cross-functional communications

(2) Business Development

1. Monitor and seek new venues for partnerships with Program members
2. Consult Program members and affiliates on AMCHAM platform usage
3. Build a strong community network of Program members and affiliates in the U.S. and Korea for relationship nurturing
4. Expand awareness and relevancy of AMCHAM platform
5. Conduct market analysis and consultation for business maturation of Program members
6. Identify and form partnerships amongst existing Program members and affiliates
7. Support American Business Center Sponsors' business growth strategies

[Minimum Qualifications]

- 2+ years work experience in relevant field
- Excellent communication skills and writing proficiency in English and Korean
- Strong understanding of the business environment in the U.S. and Korea
- Detail-oriented, strong organization and time management skills
- Excellent interpersonal skills necessary to: 1) work collaboratively as a team, 2) interface closely with AMCHAM leadership and affiliates, and 3) gather information from various sources



Since 1953
AMCHAM
American Chamber of Commerce in Korea

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To apply, please send your English resume and cover letter to recruitment@amchamkorea.org by **January 17.**