



Korean-German Chamber
of Commerce and Industry
한독상공회의소



PartnerForGermany

KGCCI DE is looking for an **Office Manager (contract position)**

Who We Are

The Korean-German Chamber of Commerce and Industry (KGCCI) has been promoting economic relations between Germany and Korea since its foundation in 1981. With around 500 members from various industries, KGCCI is the second-largest bilateral Chamber in Korea. The full-time staff of 26 bilingual professionals is engaged in a variety of dynamic projects bridging Korea and Germany. KGCCI serves as a membership organization and voice for the German-Korean business community, while also acting as a service provider and trade promoter through its subsidiary KGCCI DE International. Moreover, the KGCCI is a member of the German Chamber of Commerce Worldwide Network (AHK), with more than 150 locations in over 92 countries around the world.

The Office Manager provides support primarily to the President & CEO by handling correspondence, managing calendars and appointments, arranging conferences and conference calls, making travel arrangements, and providing/assisting with other administrative tasks.

Responsibilities

- Directly support the President & CEO and generally support the Chamber
- Handle secretarial duties, receptions, conference calls, meetings, office and general administration
- Coordinate business trips, including necessary travel documents, hotel and flight bookings of President & CEO
- Take care of maintenance, office supplies, relation to service providers, business/personal contacts
- Assist with creation/modification of presentations, spreadsheets, and other various documents
- Creating, maintaining, and entering information into databases
- Arrange special events and occasions, in cooperation with the event team

Requirements

- Language: English (business proficient), Korean (native), German (desirable but not required)
- Previous office administration experience preferable
- Bachelor's/University degree or equivalent experience
- Written and verbal communication skills
- Highly proficient in MS Office
- High organization, management, multi-tasking skills
- Self-motivated and detail-oriented
- Experience handling confidential materials

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What We Offer

- The opportunity to join a global network that actively promotes Korean-German business relations and provides consulting services in a corporate-governmental setting
- An international working environment in which your commitment, creativity, independence, and team orientation are highly valued
- Flexible work environment

Interested in this position?

- **Please submit your application (English cover letter and CV) by email hr@kgcci.com.**
- **Deadline: 18 May 2023**
- **Email title: Application for Office Manager_First Name_Last Name**
- 1-year contract with possibility of extension upon performance review
- Starting date is your earliest availability.
- Please indicate your salary expectations and the earliest possible starting date in your application.
- For more information about the position, please call 02) 3780-4659.