

KGCCI DE is looking for an

Event Manager (full-time, regular 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 DEinternational. 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.

As part of its activities, KGCCI yearly organizes a broad scope of about 60 events including conferences, workshops, seminars and networking gatherings. The Event Manager's role and responsibilities are as follows.

Role Description

- Support the Event Senior Manager to plan and implement all aspects of events, including logistics, budgeting, vendor management and on-site management.
- Report to the Senior Manager and the President & CEO.
- Work closely with the KGCCI Membership and PR teams.
- Support other Business Units (Trade Services, Market Entry & Expansion, Ausbildung) with their event management.

Responsibilities

- Support Event Senior Manager to plan, operate, and manage all existing KGCCI events from preparation through post-event analyses, and including but not limited to corporate events, social/networking events, informational events, and employee events.
- Create events that cultivate the KGCCI membership and sustain the KGCCI brand.
- Solicit and negotiate with potential vendors for venues, caterers, and entertainment.
- Outreach to potential speakers and sponsors in the business and PR/event communities.
- Manage budgets and handle all financial aspects of events.
- As staff for events, ensure effective communication for event promotion and inquiries, including but not limited to potential participants, guests, speakers, service providers, and staff.



Korean-German Chamber
of Commerce and Industry
한독상공회의소



Requirements

- Language: Korean (native), English (business proficient), German (desirable but not required)
- Minimum 2-3 years of experience in event management or business development related fields
- Bachelor's degree
- Strong organizational, communication (verbal, written), and interpersonal skills
- Excellent project management, time management, and customer service skills
- Efficient multi-tasker, detail-oriented, self-motivated, team player
- Good administrative skills, ease with MS applications, including Outlook, PowerPoint, Word & Excel

What We Offer

- An international working environment in which your commitment, creativity, independence, and team orientation has a positive impact on the Korean-German business relations.
- Being part of a team, while having the opportunity to launch your own projects
- Flexible work environment

Interested in this position?

- **Please submit your application (English cover letter and CV) by email: hr@kgcci.com.**
- **Deadline: 15 May 2023**
- **Email title: Application for Event Manager_First Name_Last Name**
- Please indicate your salary expectations and the earliest possible starting date in your application.
- This is a full-time, regular position.
- For more information about the position, please call 02) 3780-4659.