

KGCCI DEinternational Ltd is looking for an

## **Administrative Intern (6-month, extension possible)**

### **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 28 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 Chambers of Commerce Abroad (AHK) network, with more than 150 locations in over 93 countries around the world.

### **Open Position: Administrative Intern**

**Category: Fixed Term (6-month contract, extension possible upon performance review)**

### **Role and Main Responsibilities**

- Support office management & general administration, incl. clerical and front desk duties.
- Support office maintenance (e.g., supplies, service providers, business/personnel contacts).
- Coordinate meetings and travel for President & CEO.
- Support President & CEO and generally support staff with discharge of administrative duties.
- Assist with creation & updates of KGCCI presentations, spreadsheets, and various documents.
- Support Event team with event organization and administration.
- Report to Event Senior Manager / Executive Assistant.

### **Requirements**

- Languages: Korean (native), English (business proficient), German (desirable but not required).
- Relevant experience for the position desirable but not required.
- Minimum college degree, or college student available for full-time work (e.g., on leave).
- Good administrative skills, ease with MS 365, including Outlook, PowerPoint, Excel & Word.
- Good organizational, communication (verbal, written), and interpersonal skills.
- Efficient multi-tasker, detail-oriented, self-motivated, team player.

### **How to apply**

- **Please submit your application (English cover letter and CV) by email: [hr@kgcci.com](mailto:hr@kgcci.com).**
- **Deadline: Monday 19 February 2024**
- **Email title: Application for Administrative Intern\_First Name\_Last Name**
- For more information about the position, please call 02) 3780-4659.