



Korean-German Chamber
of Commerce and Industry
주한독일상공회의소



KGCCI DEinternational Ltd is looking for an
Admin & Event Intern (6-month, extension possible)

Who We Are

The Korean-German Chamber of Commerce and Industry (KGCCI) has been promoting economic relations between the Federal Republic of Germany and the Republic of Korea since its foundation in 1981. With around 500 members from various industries, KGCCI is the second-largest bilateral Chamber in Korea, and our multilingual professionals are engaged in a variety of dynamic projects bridging Korea and Germany. KGCCI is strongly focused on its activities as a membership organization as well as service provider and trade promoter. Moreover, KGCCI is part of the German Chambers of Commerce Abroad (AHK) network, with more than 150 office locations in over 90 countries around the world and is a powerful voice for the German-Korean business community.

Open Position: Admin & Event Intern

Category: Intern (6-month, contract extension possible upon performance review)

Role and Main Responsibilities

- Support office general administration, including clerical and front desk tasks
- Support office maintenance (e.g., supplies inventory, vendor management)
- Support Event team with event organization and administration
- Support President & CEO with discharge of duties and schedule management (e.g., meetings and travel coordination)
- Assist KGCCI management with creation & updates of presentations, spreadsheets, and various business documents
- Report to Event Deputy Director / Executive Assistant to the President & CEO

Qualifications

- Languages: Korean (native), English (business proficient), German (desirable but not required)
- Relevant experience for the position desirable but not required
- Minimum college degree
- 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 (**CV & cover letter in English**) by email: hr@kgcci.com
- **Deadline: Sunday, February 2, 2025**
- **Email title: Application for AdminEventIntern_First Name_Last Name**
- This is a 6-month contract position, with the possibility of extension upon performance review.
- Please indicate your earliest possible starting date in your application.
- For inquiries, contact hr@kgcci.com or 02) 3780-4659.

KGCCI DEinternational Ltd.

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