

# A GOOD INTERNSHIP IS NEVER HANDS-OFF.

SHARE YOUR PASSION FOR GETTING HANDS-ON WITH US.



**BMW Financial Services Korea** believe in creating environment where our interns really can learn by doing during their time with us and where they are given their own areas of responsibilities from the start. That's why our experts treat you as part of the team from day one, encourage you to bring your own ideas to the table and give you the opportunity to really show what you can do.

- **Recruiting Position(s) : HR Intern**
- **Application Period : ASAP**
- **Internship Duration : 6 months from starting date**
- **Application Email : [recruit-sf@bmw.co.kr](mailto:recruit-sf@bmw.co.kr)**

## ✓ **Key Responsibilities:**

- Guide and response external visitors to the company
- Accept calls coming from visitors
- Arrange meeting room facilities
- Manage party area and electric machines
- Manage posts and news papers
- Expense management (building rent, management fees and GA costs)
- Support other general affairs

## ✓ **Knowledge, Skills & Abilities:**

- University graduated or to-be graduated.
- Basic understanding of Industry
- Excellent O/A(Excel) Skill
- Good interpersonal skill
- Positive mindset
- Fluent English

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## ✓ Recruiting Process:



## ✓ How to Apply:

- How to apply: email to [recruit-sf@bmw.co.kr](mailto:recruit-sf@bmw.co.kr) or
- Submit your CV via career website <https://www.bmwfs.co.kr/kr/recruit/notice-list>
- Documents: Kor & Eng resume, self-introduction in Kor (word or PDF)
- Title of the document must be "NAME\_XXX Team Intern"  
(ex. Jane Kim\_HR Team Intern)

## ✓ Work Condition:

- Location: BMW Financial Service HQ, Myeongdong Statetower Namsan Bldg.
- Hour: 9 to 6, 5 days (Mon to Fri)
- Salary: 2,000,000 KRW/Month (Gross)

※ Entire internship period can be extended up to less than 1 year with good performance review. The change of employment type to long-term contract may NOT be guaranteed.