



Deutsch-Koreanische  
Industrie- und Handelskammer  
한독상공회의소



## **KGCCI is looking for Assistant Manager (temp.) for Ausbildung Team**

### **Who we are**

The Korean-German Chamber of Commerce and Industry (KGCCI) has been serving as an official representative of German Business in Korea since its foundation in 1981. It is the second-largest foreign chamber of commerce in Korea with a growing network of around 500 members. As the first point of contact for German and Korean companies exploring business opportunities in each country, KGCCI and its subsidiary KGCCI DEinternational serve as a communication channel and offer professional services to support market entry and expansion.

KGCCI belongs to the global German Chamber Network Abroad (AHK) with 140 German Chamber offices in 92 countries and about 47,000 members worldwide. Its umbrella organization is the Association of German Chambers of Industry and Commerce (DIHK) with offices in Berlin and Brussels, serving the 79 Chambers in Germany (IHK) and their 3.6 Mio. German member companies.

### **Requirements**

- Bachelor's Degree
- Excellent Korean and English language skills (written, verbal and interpersonal), German would be helpful but not mandatory
- Excellent team player
- Ability to work independently and on own initiative, proactive
- Ability to communicate confident especially with authorities, ministries, foreign companies
- Good skills in office communication (Excel, PowerPoint, Word and Microsoft office)
- Willing to take on new tasks,
- Good presentation skills

### **Role description**

Stabilize and develop Ausbildung. Assistant Manager Ausbildung is responsible for all activities connected to operations of Ausbildung. Therefore, the Assistant Manager oversees establishing and maintaining a solid relationship with participating companies (brand and dealers), trainees, schools and colleges. Administrative work with government bodies and dealers is another important task. In addition, the Assistant Manager's role includes research for new opportunities (professions, companies and high schools/colleges) in order to expand the dual vocational training to other industries and professions in Korea. The active communication and administration of Ausbildung is a core task.

KGCCI DEinternational Ltd.

8th Fl. Shinwon Plaza, Dokseodang-ro 85, Yongsan-gu, Seoul 140-884, Korea

Tel.: +82-2-37804-600 Fax.: +82-2-37804-637 E-mail: [info@kgcci.com](mailto:info@kgcci.com) [www.kgcci.com](http://www.kgcci.com)

**Date**

- 1<sup>st</sup> of April 2022

Please send your CV and CL in English (or in German) until of **25<sup>th</sup> of March** to:  
[hr@kgcci.com](mailto:hr@kgcci.com)