

# Employment Opportunity

## General Information:

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| <b>Job Title / Department:</b> | Head of Public Relations & Communications           |
| <b>Location:</b>               | European Chamber of Commerce in Korea, Seoul Office |
| <b>Application Deadline:</b>   | 26-Nov-21   |

The European Chamber of Commerce in Korea (ECCK) is the distinguished association of European Companies operating in or related to Korea. Pursuing a career at the ECCK involves working in a multicultural environment, together with valuable business makers and government officials from Korea and Europe. The challenging tasks and duties will reveal as an opportunity to develop your career in an innovative, modern-working environment.

## Job Description & Requirements

### Job Description

The position holder is in charge of external and internal relations, publications, and online presence. He or she will report directly to the president of the Chamber.

### Responsibilities

#### 1. Media Relations:

- Act as the first point of contact for media inquiries, etc.
- Prepare media statements, official position of the company on key issues
- Prepare press release both in English and Korean
- Arrange media interview discuss interview topic with the reporter, suggest some key talking points
- Takes care of logistics and contents of press conference upon the annual White Paper release
- Manage and update the media list up to date
- Track media coverage and follow industry trend

#### 2. Publications:

- In charge of managing all periodicals, reports, surveys, messages, etc., published by the chamber.
- Oversees the whole process of publication, administrate the creation and publishing of relevant, original, high-quality content.
- Edits copy for style, grammar, spelling, etc.; checks accuracy of statistics, references, names, etc.
- Manages budget preparation; administers the budget on a project basis; insure that all charges are correct and that expenses are not exceeding budget allotment.

#### 3. Communication:

- Congratulatory letter (both in English and Korean) for inauguration of new ministers, chairpersons, etc. (i.e. make reference to their inauguration speech, etc.)
- Review/ draft opinion letters to government, etc. when requested
- Prepare and deliver speeches for chairperson and Board of Directors to further public relations objectives

#### 4. Website & Social Media Channels:

- Responsible for overseeing the company's online presence (website, LinkedIn, Facebook, YouTube)
- Make sure the operation of the channels are running smoothly
- Directions for making improvements for website and social media channels
- Create contents, consistent message and position of the company

### Requirements

- Minimum of 3 years of relevant professional experience;
- Knowledge of the Korean media landscape;

Strong English & Korean writing and communication skills;  
Fluency in Korean and English (both oral and written);  
Excellent research & analytical skills and capacity to summarize relevant information;  
Outstanding writing and communication skills;  
Pro-active and the ability to stick to deadlines as well as work independently  
Flexible and able to work on multiple projects at any one time;  
International mindset, comfortable working in a multi-national environment;  
Proficiency in MS Office and SharePoint  
Proficiency in Adobe Photoshop & Premiere, WordPress, Google Analytics is a plus  
Experience with PR Agency is a plus

## Application Procedure:

[Please send your application by email to career@ecck.or.kr by 26 November, 2021](mailto:career@ecck.or.kr)

Application should include:

Cover letter in English & Korean (max. 1 page each)

CV in English & Korean (max. 1 page each)

Convert into 1 PDF file for the submission.

Email submission title: **2021 Head of PR&COMM\_(First name Last name)**

**Process: Application screening -> 1st interview & writing test -> Final Interview -> Hire**

Late or incomplete applications will not be considered.