



# AMCHAM Internship

**AMCHAM Korea is currently looking for an intern who will work at**

## **Government & Corporate Affairs Department**

1. Period: Starting from May 31, 2022 until August 31, 2022 (This period can be changed if mutually discussed and agreed)

### 2. Requirements

- Bilingual (English and Korean)
- University/graduate school students, recent graduates
- Strong written & spoken communication skills in both Korean and English
- Working knowledge of Microsoft Office
- Research experience preferred
- Detail-oriented, professional, responsible, and good interpersonal skills

### 3. Responsibilities

- Monitoring and reporting up-to-date industry-specific issues
- Research for drafting position papers on member company advocacy support
- Assisting with the production of COVID Daily Tracker
- Preparation assistance for various AMCHAM events with logistics and documenting events
- Monitoring AMCHAM and member companies' media coverage
- Others

### 4. Benefits

- Hands-on work experience in an international business environment
- Exposure to current business and industry issues

5. Working Hours: 6 hours per day (Mon-Fri)

6. Hourly Rate: KRW9,200 for 2022 (주휴수당 to be paid)

7. Company Location: Yeouido, Seoul

To apply, please send your English resume and cover letter at [recruitment@amchamkorea.org](mailto:recruitment@amchamkorea.org) by **Fri, May 20, 2022.**