

# AMCHAM Internship

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

## Membership Department

1. Period: for 3 months starting from Week of June 13, 2022 (Starting date and period can be changed if mutually discussed and agreed)

### 2. Requirements

- 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 and Duties

- Assists with the general development of membership sales lead
- Conducts research on potential members and new foreign business in Korea via news sources and SNS channels
- Conducts cold-calls on related corporations to acquire contact information
- Supports handling basic membership queries online & offline
- Research on various membership benefits and opportunities
- Supports basic membership DB management

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

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

6. Company Location: Yeouido, Seoul

To apply, please send your English resume and cover letter at [recruitment@amchamkorea.org](mailto:recruitment@amchamkorea.org) by **Friday, June 3, 2022.**