KGCCI DEinternational Ltd. is looking for a

**Project Assistant for the Energy Team within the Trade Services Division**

**Who we are**

The Korean-German Chamber of Commerce and Industry (KGCCI) is a recognized member of the worldwide network of the German Chambers of Commerce (AHKs) with 150 offices in 92 countries. KGCCI has been promoting economic relations between Germany and Korea since 1981. With a full-time staff of 24 bilingual professionals, KGCCI and its subsidiary, KGCCI DEinternational Ltd., fulfill the three functions of trade promotion, membership, and market entry consulting.

The Trade Services Division of KGCCI DEinternational Ltd. provides a comprehensive range of professional services from representation of German trade fairs in Korea, in- and outbound delegations and B2B matchmaking to various energy projects. Korean-German Energy Partnership and German Energy Solutions Initiative are the two pillars of energy project promoting bilateral cooperation in political and economic sphere respectively. In particular, as part of the German Energy Solutions Initiative, KGCCI DE provides German companies in the energy sector with support in successfully entering the Korean market and market analysis reports on various energy topics.

**Qualification and skills**

* Bachelor’s degree Graduate or Candidate
* Fluency in English and Korean is required, knowledge of German is a strong advantage
* Interest in energy sector and prior relevant work experience will be a positive add on
* Excellent writing & communication, research & analytical skills
* Detail-oriented and well-organized, able to manage a variety of projects
* Flexible, responsible, and highly motivated team player
* Proficiency in using MS Office: Word, Excel, Power Point, etc.

**Role description**

|  |  |  |
| --- | --- | --- |
| **Field & Task** | **Working period** | **Job opened for** |
| Trade Services & Energy Project Support* Assist overall projects and tasks of the Energy Team (Korean-German Energy Partnership, German Energy Solutions Initiative)
* Support organizing energy events and 1:1 Matchmaking meetings
* Translate various reports and articles
 | April 3rd 2023~March 31st 2024\* | 1 person |

 \* *Possibility of extension beyond the initial period of twelve months depending on performance and project status.*

Please submit your cover letter and CV in English (or in German) by ***March 17th 2023*** to: jwlee@kgcci.com

- Email title: Application for Project Assistant\_First NAME\_Last NAME

- Applying position needs to be specified on your cover letter.