Your contribution to the German-Korean economic relations

Starting from March 1, 2020 KGCCI is looking for a committed

Membership Manager (m / w)

The Korean-German Chamber of Commerce and Industry (AHK Korea, KGCCI) in Seoul plays a pivotal role in promoting bilateral economic relations between Germany and Korea. We are part of the worldwide network of German foreign chambers of commerce (AHK) and the German IHK organization. Our team of German and Korean experts has been supporting German companies in the Korean market and vice versa since 1981. KGCCI has around 500 leading companies and organizations among its members, making it the second-largest foreign chamber of commerce in Korea.

Task
- Initiate and implement targeted membership acquisition measures
- Develop and implement measures for membership retention
- Diligent management of member data and related database
- Billing of membership fees and preparation of membership directory
- Develop and implement new member benefit concepts
- Maintain website with up-to-date information and events for members
- Prepare analyses and presentations for the Chamber Management

Qualifications
- Excellent communication skills to explain membership benefits and value of the membership
- Excellent networking capabilities to connect members with each other or with KGCCI contacts, wherever you see synergy effects
- Creativity for new membership and acquisition and retention programs
- Initiative and leadership skills to drive campaigns together with your colleagues
- Very good Korean, English and/or German language skills – spoken and written.
- Completed a degree in business studies or possess a vocational training degree and have acquired relevant work experience.
- Advanced MS Office (Excel, Word, PowerPoint) skills

What we offer
- The opportunity to actively promote German-Korean relations through your work and to provide specific support to member companies
- An international working environment in which your commitment, your creativity and self-organization as well as team orientation are highly valued
- A varied position at the interface between Germany and Korea, business and politics, support and advice.
- Adequate remuneration and fringe benefits

Do you see yourself in this description? Then we look forward to receiving your application (cover letter, CV, certificates, references) by February 15, 2020 via email at: hr@kgcci.com

If you have any questions about this job posting, please contact: Ms. Seong-Eun Cho at: 02-37804-665.