

AMCHAM Internship

Government & Corporate Affairs Department

1. Period: Starting from April 3, 2023 until June 30, 2023 (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
- Assisting Strategy & Planning Department whenever requested
- Others

4. Working Hours: 5 days per week (Mon-Fri), 6 hours per day

- Working Hour: 10:00am to 5:00pm

- Recess Hour: 12:00pm to 1:00pm

5. Hourly Rate: KRW9,700 for 2023

6. Company Location: Yeouido, Seoul

To apply, please send your English resume and cover letter at recruitment@amchamkorea.org by **March 15 (Wed), 2023.**