* **TRAINING – Administrative intern**

**FKCCI**

**Séoul, Corée du Sud
15 Janvier. 2015**

Under the supervision of Administrative & Accounting Assistant and Director, the Intern will assist in:

- Creating Invoice: issuing and sending invoice to the requesting department

- Ordering supplies and office equipment

- Preparing the events organized by the PR & Communication Department: hosting, checking the participants list on D-day, etc

- Preparing and sending member certificates

- Managing visitors and phone calls

- Hosting and treating demands from business center clients

- Other tasks requested by the Administrative & Accounting Manager

**Required Qualifications**

- Undergraduate degree in Administration, Management or French is desirable

- Fluency in Korean\*; intermediary level in French. Good knowledge of English is an asset

- Good knowledge of Windows Office package

- Detail oriented, well organized, multi-tasking and strong follow-up skills

- Ability to work under time pressure

\*only Korean nationals will be considered for this position.

**Compensation**

This is an unpaid internship. However, the FKCCI will reimburse daily transportation and part of lunch fee. The intern will be invited to most of FKCCI meetings and events, where he/she will have the chance to meet and network with business leaders from a wide range of industries.

**Posted:** Thursday, January 15th, 2015

**Application deadline:** Tuesday, January 22nd, 2015

**Type:** Internship (6 months)

**Starting from:** February 26th, 2015

**Contact**

Please send your resume and cover letter (French and/or Korean) quoting **“Administrative Intern”+ your name** on title line, to welcome@fkcci.com