



Your contribution to the German-Korean economic relations

Starting from 1 February 2022 KGCCI is looking for a committed

Membership Manager

The Korean-German Chamber of Commerce and Industry (AHK Korea, KGCCI) in Seoul plays a central 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 since 1981 and vice versa. KGCCI has around 500 leading companies and organizations among its members, making it the second-largest foreign chamber of commerce in Korea.

Your Tasks

- Planning and implementing targeted and proactive activities for member acquisition and retention
- Exploring and implementing new concepts and formats for members
- Strengthening of the network of German-Korean companies operating in Korea
- Establishing a trustworthy relation to member companies
- Maintaining membership database and the corresponding data
- Exploring and realizing further digitalizing potentials in the field of membership
- Editing the Membership Directory
- Updating the website contents regarding information and dates for members
- Aggregation of analysis and presentations for AHK Management
- Strategic development of the membership department

Your Qualifications

- Minimum 2 years of working experience in the field of Customer Acquisition and/or Customer Relation
- Excellent communication skills to explain membership benefits and value of the membership
- Excellent networking capabilities to connect members with each other and with KGCCI contacts
- Open personality with positive, proactive attitude
- Creativity to develop new event concepts and offers to members
- Initiative and leadership skills to drive campaigns together with colleagues
- Very good Korean and English language skills – spoken and written; German language skills are beneficial
- University/college degree, or degree in vocational training with relevant work experience
- Advanced knowledge of MS 365 and CRM tools

What we offer

- The opportunity to actively promote German-Korean business relations through your work
- An international working environment in which your commitment, creativity and independence 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? We look forward to receiving your application (cover letter, CV, certificates, references) by January 25th 2022 via email at: **secho@kgcci.com**

If you have any questions, please contact: Ms. Seong-Eun Cho at 02-3780-4665.