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**Content Partnership Coordinator**

Viki, a Rakuten Company (Japan Stock Exchange: 4755), is a global TV site with tens of millions of viewers a month watching primetime TV and movies from around the world, subtitled in over 200 languages by a community of fans. With billions of videos viewed and more than one billion words translated, Viki brings global entertainment to fans everywhere.

We are looking for a **Content Partnership Coordinator** to join our Team at Korea office located in Sinsa, Seoul to work with growing our existing relationships from Korea. This a full-time position possible after 3-month probation period.

**Responsibilities:**

* Assist revenue reports for Content team
* Conduct content research and performance analysis
* Conduct data analysis, market research and business report related to the content
* Translating content related materials
* Work with global teams for Korean content launch and campaigns

**Qualifications**

* Completed a bachelor’s/master’s degree
* Proficiency in English and Korean
* Data Analytics skills are highly desirable
* Up to 3 years experience in media or involvement preferred
* Desire to learn more about online video
* Highly proficient with MS Office, especially PowerPoint and Excel
* Strong organizational skills with the ability to multi-task

**Start Date**: ASAP