



About Traineeship

JTI Korea 의 Traineeship 프로그램은 유능한 인재들이 사회에 첫 발을 내딛는 데 있어 의미 있는 경력 기회를 제공하는 것을 목표로 진행하는 인턴십 프로그램입니다. 글로벌 환경에서 해당 직무분야에 대한 실질적인 경험은 물론, Business Professional 로서 갖추어야 하는 기본 역량인 Project Management Skill 과 Excellent Communication Skill 을 발전시킬 수 있는 훌륭한 기회가 될 것입니다.

1. 모집 부서 (상세 모집 요강은 문서 하단 참조)

부서	팀	채용인원
Marketing	Brand Activation	2
	Field Marketing	1
	RRP (Reduced Risk Product) Brand	1
Sales	Sales Training	1
Finance	Internal Control	1
	Supply Chain Management	1
Corporate Affairs & Communications	Corporate Affairs	1
	Communications	1
HR	Talent Acquisition	1

2. 공통 지원자격

- 4 년제 대학 재학생 (3, 4 학년에 한함) 또는 졸업 후 1 년 이내 졸업생
- 서울 광화문 근무 가능자

- 한국어 및 영어 능통자 (Verbal and written)
- MS Office 능통자 (엑셀, 파워포인트, 워드)

3. 지원 방법

Step 1. 지원하고자 하는 부서명을 클릭하여 사이트에 접속합니다.

- [Brand Activation](#)
- [Field Marketing](#)
- [RRP Brand](#)
- [Sales Training](#)
- [Internal Control](#)
- [Supply Chain Management](#)
- [Corporate Affairs](#)
- [Communications](#)
- [Talent Acquisition](#)

Step 2. 계정 생성 (회원 가입) 후 절차에 따라 지원 서류를 첨부하여 지원합니다.

- 국영문 이력서 및 자기소개서 (필수)
- 포트폴리오 (선택) - 일부 직무에서는 필수 제출이오니 상세 모집 요강 확인하시기 바랍니다.

4. 전형 절차

- 1 차 서류전형 (부서별 지원서 접수하며 중복지원도 가능)
- 2 차 면접전형

5. 전형 일정

- 서류접수 마감: **2019. 11.10 (일)**
- 면접전형 대상자 발표: 2019.11.15 (금) – 변동 가능
- 면접전형: 2019.11. 18 (월) 이후 – 추후 공지
- 인턴십 기간: 2020.1.2 ~ 2020.6.30 (6 개월)
(종료 후 해당 부서 업무 일정 및 개인 의향에 따라 추가 연장 근무도 가능)

6. 문의사항

- Korea.Careers@jti.com 02 2170 5667

상세 모집 요강은 다음 페이지 참조

[상세 모집 요강]

1. 부서 / 팀 / 포지션 : Marketing / Brand Activation / Brand Activation Trainee

- **직무 내용**

- Support Brand Activation Program Development
- Support Agency communication & management
- Execution of programs & Reporting
- Lead ad-hoc brand activation team projects
- General support

- **지원 자격**

- Data Analysis
- Excellent time management skill
- Outstanding communication skill
- Proficient in verbal and written English
- Proficient in Excel and PPT

- **이상적인 지원자**

- Understanding brand and consumer
- Knowledge of brand communication and consumer behavior
- Understanding consumer decision journey and profile
- Marketing Communication Skills
- Development of communication brief
- Able to Plan, manage, develop and imply of BTL activation and report
- Creative, out of box thinking

- **기타**

- Candidate must submit portfolio with CV

2. 부서 / 팀 / 포지션 : Marketing / Field Marketing / Field Marketing Trainee

- **직무 내용**

- Field Marketing branch roadshow support
- Field Marketing program cycle support from program development to monthly evaluation & report
- BTL activity development & execution

- **지원 자격**

- Proficient in Excel & PowerPoint
- Excellent in both English and Korean

- Strong communication skill with internal & external stakeholder

- **이상적인 지원자**

- Strong interest in Dynamic working environment
- Marketing project or experience preferred
- Willing to travel to local JTI branches
- Well organized
- Accountability
- Willing to learn new things
- Proactiveness

3. 부서 / 팀 / 포지션 : Marketing / Reduced Risk Product (RRP) Brand / RRP Brand Trainee

- **직무 내용**

- Co-build launch strategies & seasonal campaign of a brand or product
- Construct a market insight report and recommend actions

- **지원 자격**

- Marketing experience of working in consumer industry is a plus
- Advanced skills in MS office (Excel, Powerpoint, Word)
- Excellent oral and written communication skills in Korean and English
- Think creatively and entrepreneur spirit

- **이상적인 지원자**

- Highly driven and able to develop creative ideas, approaches, and solutions to unorthodox and challenging situations

- **기타**

- Candidate must submit Self Introduction PPT (Slide max 5) along with CV for the application

4. 부서 / 팀 / 포지션: Sales / Sales Training / Sales Training Trainee

- **직무 내용**

- JTI Korea Sales excellence training support
- Program Design, contents development and facilitate JTI Korea sales trainings for sales enhancement
- Training material preparation, Training venue & Budget management

- **지원 자격**

- Excellent Presentation skill to deliver various type of trainings

- Strong communication skill with field force sales
- Proficient in Excel, PowerPoint
- Excellent English in both verbal & Written
- Able to travel in local branches
- Driving is preferred

- **이상적인 지원자**

- Strong interest/experience in developing/design training contents
- Project, seminar, conference experience training
- Majored in Education is highly preferred
- Sales oriented mindset
- Accountability
- Leadership
- Proactiveness

5. 부서 / 팀 / 포지션: Finance / Internal Control / Internal Control Trainee (내부 감사 및 회계)

- **직무 내용**

- Internal Compliance Audit
- AP/AR, month-end closing, reporting activities

- **지원 자격**

- Proficient in Excel (V-look up, pivot table, if, sumif etc.)
- Strong communication skill with field force
- Able to travel in local branches (once in a month)
- Fluent English in both verbal & Written (written is more important)

- **이상적인 지원자**

- Great interpersonal skills with proactive character
- Majored in Accounting/Business Administration preferred. The person who got high score in Accounting related courses.
- Fresh graduates are welcomed if the candidate's attitude & passion is outstanding
- Proactiveness. Outgoing
- Accountability

6. 부서 / 팀 / 포지션: Finance / Supply Chain Management (SCM) / SCM Trainee

- **직무 내용**

- Support for production planning & inventory management
- Importation & logistics activities

- Overall SCM works
- **지원 자격**
 - Proficient in Excel (V-look up, pivot table, if, sumif etc.)
 - Fluent English in both verbal & Written (written is more important)
- **이상적인 지원자**
 - Deep interest in SCM field
 - Good analytical skills
 - Self-motivated and result-oriented personality

7. 부서 / 팀 / 포지션: Corporate Affairs & Communications (CA&C) / CA&C / CA Trainee

- **직무 내용**
 - Regulatory & Taxation news monitoring and issue analyzing
 - Regulation & legislation research
 - Support engagement with key stakeholders (National Assembly, other relevant ministries)
 - Report drafting support (PPT deck etc.)
- **지원 자격**
 - Proficient in Excel (V-look up, pivot table) & PPT / other tools (Photoshop etc.) are preferred
 - Fluent English in both verbal & written (written is more important)
 - Strong interpersonal skills, communication skills with stakeholders
- **이상적인 지원자**
 - Great interpersonal skills with proactive character
 - Diligent, high responsibility, accountability, eager to learn, deep interest in regulatory environment
 - Majored in Statistics/Business Administration preferred.
 - Any field of internship experience is welcomed. Fresh graduates are also welcomed if the candidate's attitude & passion is outstanding
 - Proactive. Outgoing
 - Prompt. Fast. Accountability

8. 부서 / 팀 / 포지션: Corporate Affairs & Communications (CA&C) / CA&C / Communications Trainee

- **직무 내용**

- Support key communications initiatives for corporate communications, brand PR, internal communications, leadership communications, community Investment, and Consumer and Customer Complaint Handling (CCCH)
- **지원 자격**
 - Fluent English in both verbal & written
 - Strong interpersonal skills, communication skills with stakeholders
- **이상적인 지원자**
 - Intermediate skills in design related programs (i.e. Photoshop etc.) and video editing (i.e. Movie Maker, Premiere etc) are preferred

9. 부서 / 팀 / 포지션: HR / Talent Acquisition / Talent Acquisition Trainee

- **직무 내용**
 - Support recruitment activities (candidate sourcing, interview arrangement, candidate management/communication, agency communication etc.) and Employer branding project
 - Support Internal events for employee engagement
- **지원 자격**
 - Fluent English in both verbal & written
 - Strong interpersonal skills, communication skills with stakeholders
- **이상적인 지원자**
 - Strong interest in HR field
 - Proactiveness and strong accountability
 - Willing to learn new things