

## Events Coordinator

### About the BCCK

The British Chamber of Commerce in Korea (BCCK) is an organisation that represents the business interests of its members in Korea. The Chamber represents a broad spectrum of British, international and Korean companies, who share significant commercial interests in the country. The Events Team organizes and executes all events at the BCCK.

The BCCK offers an exciting and dynamic environment in which to work. The Chamber's role is to advise and support British companies doing business in Korea and to aid those that are planning to expand existing activities. The job holder will work closely with the British Embassy, British and Korean companies, and BCCK members.

### General Summary

The BCCK is seeking an Coordinator for the Events Team. This position will support all aspects of the Chamber's Events related activities, including planning, executing of networking events, seminars, workshops as well as other events.

The position is full-time and will start in mid-February.

### Responsibilities & Duties

- Plan and support the execution of all events (networking, seminars, all-day forums, workshops) from start to finish according to requirements, target audience and objectives;
- Support ensured adherence to all agreed event plans;
- Ideate and suggest features to enhance the event's success;
- Source and negotiate with vendors and suppliers;
- Work with existing vendors and suppliers;
- Approach and source new sponsorship (financial & product);
- Support event related promotional activities;
- Be ready to work on the event day and be prepared to resolve any issues that might occur;
- Analyse event metrics and prepare reports;
- Coordinate with senior managers to utilise events and event data to increase membership, advertising and other revenue or marketing opportunities;
- Support the wider work of the BCCK team and create additional opportunities for BCCK members;
- Provide support to the Events Manager;
- Assist with preparing materials for the Events Manager;
- Perform other duties as assigned.

### Qualifications & Experience

#### Minimum Education and Experience

- Bachelor's Degree
- 1+ years of work experience

#### Required Knowledge, Skills, and Abilities

- Must be fluent in English and Korean.
- Must have strong research and analytical skills as well as effective written and verbal communication skills.
- Must be able to take initiative and work effectively under pressure.
- Must be customer oriented.
- Must be trustworthy, tactful and diplomatic.

- Must be capable of independent decision-making and multitasking in a fast-paced environment.
- Must be highly motivated, passionate and creative with the ability to develop and maintain collaborative relationships with all levels within and external to the organisation.
- Must have excellent organisational, communication and interpersonal skills.
- Must be proficient with database and reporting tools such as Microsoft Word, Excel and PowerPoint.

#### Preferred Qualifications & Abilities

- BA or MA Degree in the PR, marketing, hospitality management or related fields
- Experience of conducting a research and/or consulting
- Computer (apple) savvy; proficient in MS Office; Adobe (Photoshop, Dreamweaver, Illustrator);
- Graphic/web design experience
- Positive and confident personality

#### BCCK Offers

- Competitive compensation & benefits; 26,000,000 – 29,000,000 KRW
- Opportunities for learning and development in a fast-moving and growing organisation
- Flexible working hours (arriving between 8-10 am and leaving between 5-7 pm)
- Some flexibility in working from home
- 15 days paid annual leave
- Time-in-lieu
- In-office cafeteria with drinks, snacks and a nice view
- CBD office
- Casual Friday

#### Required Documents for Submission

Documents must be in both English and Korean. Please name the documents as follows: Full Name\_Position Applying For\_Document Language (English/Korean) Date (YYYYMMDD)

- Cover Letter (English and Korean)
- Resume (English and Korean)

The due date for all application materials is January 28, 2020 by 12 pm. Only successful candidates will be contacted.

Please send your cover letter and CV to [events@bcck.or.kr](mailto:events@bcck.or.kr).

Candidates will be asked to take a written English test following their passage through an initial document-based review.

Interviews will be conducted both in English and Korean.