

부서명		업무 소개	운전면허	근무지
BMW Aftersales	Regional Distribution Center	BMW/MINI 프리미엄 서비스를 위한 부품 흐름 분석 및 각 포지션별 업무 보조	필수	*경기 (안성)
	Strategy & Planning	BMW/MINI 프리미엄 서비스를 위한 전략 수립 및 보고서 작성 업무 보조	필수	서울
	Business Development Aftersales	BMW/MINI 프리미엄 서비스를 위한 서비스 마케팅 및 판매 업무 보조	필수	서울
	Technical Service	BMW/MINI 프리미엄 서비스를 위한 데이터 수집 및 분석 업무 보조	필수	서울
	Special Processes	BMW/MINI 프리미엄 서비스를 위한 정부 보고 및 분석 업무 보조	필수	서울
	Warranty	BMW/MINI 프리미엄 서비스를 위한 클레임 분석 및 리포트 작성 업무 지원	무관	서울
	Customer Care	BMW/MINI 프리미엄 서비스를 위한 딜러십 지원 및 고객 케어 업무 보조	필수	서울
BMW Marketing	Product Management BMW	BMW 차량 및 디지털 제품 전략 수립을 위한 경쟁 시장 환경 분석 및 고객 디지털 경험 만족도 증진을 위한 관리 및 분석 업무 보조	우대	서울
	Marketing Services and Customer Interactions	CRM 전략 기반 Customer Lifecycle Management 업무 지원 및 데이터 관리, BMW Vantage 운영 지원 및 지표 관리	우대	서울
	Brand Communication BMW, Brand Experience	BMW의 고객 유치와 인지도 상승을 위한 브랜드, 마케팅 커뮤니케이션, 이벤트, 리테일 마케팅 지원 업무 보조	우대	서울
BMW Sales	Sales Planning and Operations, Sales Steering BMW	BMW 코리아의 판매목표 달성을 위한 전략수립 및 세일즈 플래닝 업무 보조	무관	서울
	Corporate & Direct Sales	BMW 법인 영업 차량, 공식인증 중고차 판매 및 지원금 업무 보조	우대	서울
	Network Development & Performance Management	BMW의 판매량 증가를 위한 네트워크 채널 개발, 딜러 성과 모니터링 업무 보조	무관	서울
	Digital Commerce and eMobility, Strategy & Steering	BMW 온라인 세일즈 기획, 충전 인프라 기획 및 오퍼레이션 업무 보조	우대	서울
BMW Finance	Controlling	BMW Korea의 예산 및 실적 관리에 대한 업무 보조	무관	서울
	Accounting	BMW Korea의 수입과 지출에 관한 회계 업무 및 결산, 자금 지출 및 운용 업무 보조	무관	서울
MINI	Marketing	BMW Group의 프리미엄 소형차 브랜드인 MINI 팀의 마케팅 업무 보조	우대	서울
	Sales	BMW Group의 프리미엄 소형차 브랜드인 MINI 팀의 오퍼레이션 및 세일즈 플래닝 업무 보조	무관	서울
Rolls-Royce		Rolls-Royce의 프리미엄 고객 서비스를 위한 업무 보조	우대	*서울 (잠실)

부서명		업무 소개	운전면허	근무지
R&D Center	Technology Scout	BMW Group 차량, 부품, 서비스, 디지털 제품을 개선하기 위한 new technology scanning, scouting and screening 보조	우대	서울
	Homologation	BMW 제품 출시 전 신차인증 절차 지원	필수	서울
	Product Development & Testing	BMW 제품 출시 전 차량 인증 및 코딩을 활용한 SW, HW 부품 검증, 유지 업무 보조	필수	서울
	Test Management	시험 차량 계획 및 관리, R&D Center 관련 문서 작성, 시험 분석 및 프로세스 개선	우대	서울
Motorrad	Aftersales	BMW Group의 모터사이클 브랜드인 Motorrad 팀의 애프터세일즈 & 딜러 개발 업무 보조	우대	서울
	Marketing	BMW Group의 모터사이클 브랜드인 Motorrad 팀의 마케팅 업무 보조	우대	서울
	Sales	BMW Group의 모터사이클 브랜드인 Motorrad 팀의 세일즈 업무 보조	우대	서울
Purchasing		BMW Korea에 필요한 물품 & 서비스 구매 업무 (시장조사, 입찰, 가격 협상, 계약 체결 등) 지원 및 공급사 정보 관리	무관	서울
Human Resources		BMW Korea 임직원들의 근무 환경 개선 및 전반적인 채용 업무 보조	무관	서울
International Purchasing Office		BMW Group에 필요한 한국 자동차 협력사 발굴 및 서포트, 부품 품질 확보 업무 보조	무관	서울
Government & External Affairs		BMW Korea에 필요한 실무 정책 담당자 및 외부 이해관계자와의 커뮤니케이션, 네트워크 구성 등 관련 업무 보조	우대	서울
Corporate Communications		BMW Korea의 기업 이미지 및 브랜드 가치 제고를 위한 미디어 커뮤니케이션 업무 보조	우대	서울
IT		BMW Korea에서 사용하는 시스템 운영 및 관리, 테스트 및 검증, 데이터 분석을 통한 결과 도출 업무 보조	우대	서울
Future Fund		BMW 미래재단의 핵심 사업과 블로그 운영 및 관리 업무 보조	우대	서울

# JOB DESCRIPTION & QUALIFICATION

Department		Job Description	Job Qualification
BMW Aftersales	Regional Distribution Center	<ul style="list-style-type: none"> <li>RDC Parts backorder and fast-moving parts analysis reporting and Monthly KPI reporting support</li> <li>Documentation of parts/chemical parts testing and MSDS</li> <li>Parts scrapping process support</li> <li>Inbound FCL/AIR schedule monitoring</li> <li>Team meeting/3PL meeting/chemical compliance summit facilitation</li> <li>Monthly PR/PO operation support.</li> </ul>	<ul style="list-style-type: none"> <li><b>Available to work in Anseong</b></li> <li>English proficiency at an Intermediate level</li> <li>Advanced proficiency in MS Office</li> <li>No relevant knowledge or relevant experience required</li> <li>Strong multi-tasking capabilities with a detailed and logical work habit and thinking preferred</li> </ul>
	Strategy & Planning	<ul style="list-style-type: none"> <li>Provide support for the aftersales report (turnovers, margin, KPIs etc.) on a daily basis.</li> <li>Manage daily/monthly aftersales factsheet. (incl. daily turnover report, monthly sales report for both wholesale &amp; retail)</li> <li>Analyze various business-related data.</li> <li>Provide general administrative support, including payment requests</li> </ul>	<ul style="list-style-type: none"> <li>English proficiency at an Intermediate level</li> <li>Advanced proficiency in MS Office</li> <li>Internship experience required</li> <li>Capable of multi-tasking, able to utilize MS Excel formulas preferred</li> </ul>
	Business Development Aftersales	<ul style="list-style-type: none"> <li>Support aftersales marketing activities (CRM, campaign, promotion, event, etc.)</li> <li>Conduct service market research and online monitoring.</li> <li>Provide support for monthly KPI reporting.</li> <li>Organize team meetings and workshops.</li> <li>Provide support for monthly cost settlement operations.</li> </ul>	<ul style="list-style-type: none"> <li>English proficiency at an Intermediate level</li> <li>Intermediate proficiency in MS Office</li> <li>No relevant knowledge or relevant experience required</li> <li>Passion, willingness, and positive attitude highly desirable</li> </ul>
	Technical Service	<ul style="list-style-type: none"> <li>Provide support for test vehicle and team-related technical / data handling operations.</li> <li>Gather data for IAP LumpSum and create related reports.</li> <li>Gather technical data, upload to systems, and provide support for Market Community-related surveys.</li> <li>Provide support for monthly PR/PO (Purchase Requisition / Purchase Order) operations.</li> <li>Analyze vehicle data and provide support for TC (Technical Compliance) related documentation.</li> <li>Support regular government report operation.</li> </ul>	<ul style="list-style-type: none"> <li>English proficiency at a Fluent level</li> <li>Advanced proficiency in MS Office</li> <li>Study background as relevant knowledge</li> <li>No relevant experience required</li> <li>Data analytical skills and logical thinking preferred</li> </ul>
	Warranty	<ul style="list-style-type: none"> <li>Provide support for claim management and reporting operations.</li> <li>Assist with sorry activity and FMP (Flexible Maintenance Program) coupon settlement</li> <li>Support the registration of new car sales packages.</li> <li>Create EoWC (End of Warranty Campaign) materials.</li> <li>Provide support for monthly PR/PO (Purchase Requisition / Purchase Order) operations.</li> </ul>	<ul style="list-style-type: none"> <li>English proficiency at an Intermediate level</li> <li>Advanced proficiency in MS Office</li> <li>No relevant knowledge or relevant experience required</li> <li>Proactive attitude and data analytical skills strongly desired</li> </ul>
	Customer Care	<ul style="list-style-type: none"> <li>Provide support for checking the evidence documents of customer care compensation cases.</li> <li>Print evidence documents and provide support for customer care audits.</li> <li>Offer support for monthly/quarterly customer care reporting.</li> <li>Organize team meeting minutes and workshop support.</li> <li>Analyze data and provide Microsoft Office support for various customer care-related data.</li> </ul>	<ul style="list-style-type: none"> <li>English proficiency at an Intermediate level</li> <li>Intermediate proficiency in MS Office</li> <li>Internship experience required</li> <li>Communication skills and data analytical skills with a strong sense of responsibility preferred</li> </ul>

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BMW Marketing	Product Management BMW	<ul style="list-style-type: none"> <li>Provide support for BMW ConnectedDrive digital products and services.</li> <li>Collaborate with teams to manage the Customer Interaction Center, address customer inquiries, troubleshoot, and handle tickets for ConnectedDrive offerings.</li> <li>Conduct market research on local OEM products, pricing, and offers to support strategic planning and product development.</li> <li>Analyze competitive trends, gather insights to improve offerings, and assist in preparing reports and presentations on product performance.</li> </ul>	<ul style="list-style-type: none"> <li>English proficiency at a Fluent level</li> <li>Intermediate proficiency in MS Office</li> <li>No relevant knowledge required</li> <li>Internship experience preferred but not a must, general interest in the automotive industry preferred</li> </ul>
	Marketing Services and Customer Interactions	<ul style="list-style-type: none"> <li>Provide support for customer lifecycle management and engagement activities, dialogue marketing, and voice of customer operations.</li> <li>Offer support for BMW Vantage service and customer benefit operations, including KPIs management.</li> </ul>	<ul style="list-style-type: none"> <li>English proficiency at a Fluent level</li> <li>Advanced proficiency in MS Office</li> <li>Study background as relevant knowledge</li> <li>No relevant experience required</li> <li>Proactive attitude and logical thinking preferred</li> </ul>
	Brand Communication BMW, Brand Experience	<ul style="list-style-type: none"> <li>Provide marketing communication support, including brand monitoring, social media, and sales literature.</li> <li>Offer digital marketing support, such as website management, YouTube channel, My BMW Apps, and online sales.</li> <li>Assist with experiential and retail marketing support, including event preparation and on-site support, dealer marketing activities monitoring, and dealer conference organization.</li> </ul>	<ul style="list-style-type: none"> <li>English proficiency at a Fluent level</li> <li>Intermediate proficiency in MS Office</li> <li>Advanced proficiency in PPT Design</li> <li>Internship experience required</li> <li>BMW products awareness highly desirable</li> </ul>
BMW Sales	Sales Planning & Operations, Sales Steering BMW	<ul style="list-style-type: none"> <li>Process dealer invoices and manage stock transfers among dealers.</li> <li>Prepare and submit daily wholesale reports and electronic invoices.</li> <li>Provide support for demo and other vehicle operations, including document and data uploads.</li> <li>Monitor and analyze the automotive market, both globally and in Korea.</li> </ul>	<ul style="list-style-type: none"> <li>English proficiency at an Intermediate level</li> <li>Intermediate proficiency in MS Office</li> <li>No relevant knowledge required</li> <li>Internship experience required</li> <li>Experience in the retail industry is good to have, passion for the automotive industry preferred</li> </ul>
	Corporate & Direct Sales	<ul style="list-style-type: none"> <li>Manage business data and analyze sales performance and market conditions.</li> <li>Maintain a qualitative and quantitative dealer business KPI dashboard.</li> <li>Monitor the achievement status of the dealer bonus program.</li> <li>Monitor the daily contract status of dealers.</li> <li>Provide monthly and weekly summaries of dealer sales performance data.</li> </ul>	<ul style="list-style-type: none"> <li>English proficiency at an Intermediate level</li> <li>Advanced proficiency in MS Office</li> <li>Internship experience required</li> <li>Experience in the retail sales industry is good to have, passion for the automotive industry preferred</li> </ul>
	Network Development & Performance Management	<ul style="list-style-type: none"> <li>Monitor dealer performance and prepare related reports, including setting up bonus schemes.</li> <li>Prepare for various dealer meetings.</li> <li>Develop a performance KPI monitoring tool.</li> <li>Facilitate internal and external communication on various topics, such as targets, achievements, and network-related matters.</li> </ul>	<ul style="list-style-type: none"> <li>English proficiency at an Intermediate level</li> <li>Intermediate proficiency in MS Office</li> <li>Internship experience required</li> <li>Basic automobile business knowledge preferred</li> </ul>

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<b>BMW Sales</b>	<b>Digital Commerce and eMobility, Strategy &amp; Steering</b>	<ul style="list-style-type: none"> <li>Plan and analyze data for BMW Digital Commerce.</li> <li>Plan the UI/UX and provide operational support for BMW Digital Commerce.</li> <li>Provide industry research support for BMW E-Mobility (BEV, Charging, and Digital Commerce).</li> </ul>	<ul style="list-style-type: none"> <li>English proficiency at a Fluent level</li> <li>Advanced proficiency in MS Office</li> <li>Internship experience required</li> <li>Major in Business, passion for the automobile industry preferred</li> </ul>
<b>BMW Finance</b>	<b>Controlling</b>	<ul style="list-style-type: none"> <li>Support profit and cost planning.</li> <li>Consolidate dealer finance reports.</li> <li>Consolidate management reports.</li> <li>Review sales allowances (Motorrad).</li> </ul>	<ul style="list-style-type: none"> <li>English proficiency at an Intermediate level</li> <li>Advanced proficiency in MS Office</li> <li>Study background as relevant knowledge</li> <li>No relevant experience required</li> <li>Proactive attitude, logical thinking, and strong communication skills preferred</li> </ul>
	<b>Accounting</b>	<ul style="list-style-type: none"> <li>Support the posting of purchase orders(SAP) and the monthly review of overhead claims.</li> <li>Perform basic accounts payable and overhead-related tasks, including: posting purchase orders, reviewing monthly claims, arranging documents.</li> </ul>	<ul style="list-style-type: none"> <li>English proficiency at an Intermediate level</li> <li>Advanced proficiency in MS Office</li> <li>Study background as relevant knowledge</li> <li>No relevant experience required</li> <li>Basic accounting knowledge (study experience preferred)</li> </ul>
<b>MINI</b>	<b>Marketing</b>	<ul style="list-style-type: none"> <li>SNS Daily Operation and Editorial Contents Generation. Logistics for marketing and settlement .</li> <li>Retail Marketing and Lead management support .</li> <li>Vantage System and Website Management Operation.</li> <li>General Administration / Retail &amp; Marketing Support.</li> <li>Group Motor show, Flea market, JCW Challenge, MINI UNITED.</li> </ul>	<ul style="list-style-type: none"> <li>English proficiency at a Fluent level</li> <li>Basic proficiency in MS Office</li> <li>Advanced proficiency in PPT Design</li> <li>Internship experience required</li> <li>Familiarity with digital communications and strong communication skills with external partners preferred</li> </ul>
	<b>Sales</b>	<ul style="list-style-type: none"> <li>Invoice wholesales to dealers and stock transfer among dealers in system.</li> <li>Make wholesale/retail report and electronic invoices report daily.</li> <li>Review sales allowance and validate documentation and data.</li> <li>Support for online sales contracts, stocks and dealer communication.</li> </ul>	<ul style="list-style-type: none"> <li>English proficiency at an Intermediate level</li> <li>Advanced proficiency in MS Office</li> <li>Intermediate proficiency in PPT Design</li> <li>Internship experience required</li> <li>General understanding of the automotive industry and sales preferred</li> <li>Precise numerical skills and excellent communication skills highly desirable</li> </ul>
<b>Rolls-Royce</b>		<p>[ Private Office Operations Support ]</p> <ul style="list-style-type: none"> <li>Assist with weekly and monthly orders for hospitality items from local vendors .</li> <li>Manage payment processing and documentation for vendors and suppliers.</li> <li>Track bespoke samples for client commissions and support customs clearance processes as needed.</li> <li>Provide general administration and facility support</li> </ul> <p>[ Client Experience Support ]</p> <ul style="list-style-type: none"> <li>Manage client bookings and coordinate closely with dealers to align client visit schedules.</li> <li>Provide on-site visit support.</li> </ul>	<ul style="list-style-type: none"> <li>English proficiency at a Fluent level</li> <li>Advanced proficiency in MS Office</li> <li>Advanced proficiency in PPT Design</li> <li>No relevant experience required</li> <li>Proactive attitude and strong communication skills preferred</li> </ul>
<b>R&amp;D Center</b>	<b>Technology Scout</b>	<ul style="list-style-type: none"> <li>Conduct technology scanning, scouting, and screening activities.</li> <li>Provide project management support.</li> <li>Manage documentation and document management for department activities, including news clippings and government policy updates.</li> <li>Offer general departmental activity support.</li> </ul>	<ul style="list-style-type: none"> <li>English proficiency at a Fluent level</li> <li>Advanced proficiency in MS Office</li> <li>Study background as relevant knowledge</li> <li>No relevant experience required</li> <li>Accurate and precise documentation, fast learning skills, and comfort with learning new technologies preferred</li> <li>High level of interest in new technologies preferred</li> </ul>

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R&D Center	Homologation	<ul style="list-style-type: none"> <li>Provide data input support for homologation application processes.</li> <li>Manage document retention activities.</li> <li>Support R&amp;D study projects by gathering information and conducting data analysis.</li> <li>Offer general departmental activity support.</li> </ul>	<ul style="list-style-type: none"> <li>English proficiency at a Fluent level</li> <li>Advanced proficiency in MS Office</li> <li>Study background as relevant knowledge</li> <li>No relevant experience required</li> <li>Accurate and precise documentation preferred</li> <li>Comfortable with learning new applications and programs preferred</li> </ul>
	Product Development & Testing	<ul style="list-style-type: none"> <li>Support the maintenance of test equipment software and hardware, requiring the ability to quickly learn and utilize internal development tools.</li> <li>Test and validate in-development prototype software, hardware, related applications, and tools, with an intermediate-level coding skill, preferably in Python.</li> <li>Manage documentation and document retention for department activities, such as test cases, test reports, and new processes.</li> <li>Provide general departmental assistant support.</li> </ul>	<ul style="list-style-type: none"> <li>English proficiency at a Fluent level</li> <li>Advanced proficiency in MS Office</li> <li>Study background as relevant knowledge</li> <li>No relevant experience required</li> <li>Accurate and precise documentation preferred</li> <li>Comfortable with learning new applications and programs preferred</li> </ul>
	Test Management	<ul style="list-style-type: none"> <li>Provide regular status updates on test platforms (racks, cars, devices).</li> <li>Support maintenance of R&amp;D center documentation (technical/process manuals) on Confluence.</li> <li>Provide Business Process Analysis support and assist in setting up test management processes based on BMW Group standards.</li> <li>Support development of dashboards and visualization tools to present test results.</li> <li>Offer general departmental activity support.</li> </ul>	<ul style="list-style-type: none"> <li>English proficiency at a Fluent level</li> <li>Advanced proficiency in MS Office</li> <li>Study background as relevant knowledge</li> <li>No relevant experience required</li> <li>Accurate and precise documentation preferred</li> <li>Comfortable with learning new applications preferred</li> <li>Programming and coding skills required</li> </ul>
Motorrad	Aftersales	<ul style="list-style-type: none"> <li>Support the monthly closing process for parts wholesale and the analysis of aftersales Key Performance Indicators (KPIs).</li> <li>Support parts pricing and stock analysis reporting.</li> <li>Provide support for parts homologation processes.</li> <li>Support the payment process for Pre-Delivery Inspection (PDI), 1000km inspections, warranty, and parts &amp; service campaigns.</li> <li>Assist in the preparation of monthly reports related to authorities.</li> </ul>	<ul style="list-style-type: none"> <li>English proficiency at an Intermediate level</li> <li>Advanced proficiency in MS Office</li> <li>No relevant knowledge or relevant experience required</li> <li>Interest in motorcycles and luxury items preferred</li> </ul>
	Marketing	<ul style="list-style-type: none"> <li>Support planning, registration, and sales management of marketing demo motorcycles.</li> <li>Manage and maintain the marketing demo motorcycle program, including coordinating events, influencer/celebrity engagements, and product placements.</li> <li>Provide website management support, such as content updates and 404 error management.</li> <li>Offer event support, including logistics coordination and on-site assistance.</li> </ul>	<ul style="list-style-type: none"> <li>English proficiency at an Intermediate level</li> <li>Advanced proficiency in MS Office</li> <li>No relevant knowledge or relevant experience required</li> <li>Interest in motorcycles and luxury items preferred</li> </ul>
	Sales	<ul style="list-style-type: none"> <li>Monitor sales status on a daily basis.</li> <li>Monitor and track market trends and news.</li> <li>Support the preparation and distribution of motorcycle registration documents.</li> <li>Review sales promotion materials and other sales-related documents.</li> <li>Provide support for handling incoming documents and bills of lading.</li> </ul>	<ul style="list-style-type: none"> <li>English proficiency at an Intermediate level</li> <li>Advanced proficiency in MS Office</li> <li>No relevant knowledge or relevant experience required</li> <li>Interest in motorcycles and luxury items preferred</li> </ul>

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Purchasing	<ul style="list-style-type: none"><li>Create purchase requisitions, purchase orders, and frame contracts for purchasing transactions.</li><li>Manage vendor master data, including creation, changes, and overall maintenance.</li><li>Provide support for the buyer's bidding projects.</li><li>Assist the team with administrative tasks.</li></ul>	<ul style="list-style-type: none"><li>English proficiency at a Fluent level</li><li>Advanced proficiency in MS Office</li><li>Intermediate proficiency in PPT Design</li><li>No relevant knowledge or relevant experience required</li></ul>
Human Resources	<ul style="list-style-type: none"><li>Manage the regular recruitment process for the BMW Korea Internship program.</li><li>Provide support to BMW Korea interns, including onboarding and offboarding procedures.</li><li>Offer HR operational support.</li><li>Research and analyze HR trends.</li></ul>	<ul style="list-style-type: none"><li>English proficiency at a Fluent level</li><li>Intermediate proficiency in MS Office</li><li>Advanced proficiency in PPT Design</li><li>No relevant knowledge or relevant experience required</li></ul>
International Purchasing Office	<ul style="list-style-type: none"><li>Assist in developing supplier sourcing strategies and identifying optimal vendors.</li><li>Provide support for quality management and procurement during business trips in Korea.</li><li>Conduct market analysis and news clipping.</li></ul>	<ul style="list-style-type: none"><li>English proficiency at a Fluent level</li><li>Intermediate proficiency in MS Office</li><li>Advanced proficiency in PPT Design</li><li>Study background as relevant knowledge</li><li>No relevant experience required</li><li>General understanding of the automotive industry preferred</li></ul>
Government & External Affairs	<ul style="list-style-type: none"><li>Organize team meetings and workshops.</li><li>Provide support for setting up regular meetings with relevant internal and external organizations, such as ECCK, German Embassy, KAIDA, etc.</li><li>Monitor political and market access issues, and provide early alerts to the company.</li><li>Offer documentation support in English and Korean.</li><li>Provide event support, including vehicle donations and lifestyle item orders.</li></ul>	<ul style="list-style-type: none"><li>English proficiency at an Intermediate level</li><li>Intermediate proficiency in MS Office</li><li>Advanced proficiency in PPT Design</li><li>No relevant knowledge or relevant experience required</li><li>Interest in political and industrial issues preferred</li></ul>
Corporate Communications	<ul style="list-style-type: none"><li>Provide daily media news clippings, daily community monitoring, and weekly media coverage reports.</li><li>Manage the operation of the press fleet (media test drive vehicles).</li><li>Support digital communication, including the intranet and Naver post.</li><li>Provide support for media events, such as test car logistics and lifestyle item orders.</li></ul>	<ul style="list-style-type: none"><li>English proficiency at a Fluent level</li><li>Intermediate proficiency in MS Office</li><li>Experience in PR/MKT activities on campus or in external programs</li><li>High interest in automobiles, media, and communications preferred</li></ul>
IT	<ul style="list-style-type: none"><li>Provide project management support.</li><li>Offer IT system test support.</li><li>Assist with infrastructure support.</li><li>Create an IT newsletter.</li><li>Provide Confluence and Jira support.</li><li>Offer documentation support in English and Korean.</li><li>Support audit and ISO-related activities.</li><li>Conduct testing and validation.</li></ul>	<ul style="list-style-type: none"><li>English proficiency at an Intermediate level</li><li>Intermediate proficiency in MS Office</li><li>No relevant knowledge or relevant experience required</li><li>Understanding of agile methodology (Scrum/Kanban) highly desired</li><li>Good communication skills preferred</li></ul>
Future Fund	<ul style="list-style-type: none"><li>Provide administrative support for the Future Fund's new core business initiatives.</li><li>Communicate with employees regarding inquiries about the Future Fund and Young Talent Dream Project.</li><li>Assist with the operation of the Future Fund blog and write monthly blog content.</li><li>Support various fundraising events with BMW Group Korea, such as the Motor Show and Flea Market.</li></ul>	<ul style="list-style-type: none"><li>English proficiency at an Intermediate level</li><li>Intermediate proficiency in MS Office</li><li>Study background as relevant knowledge</li><li>No relevant experience required</li><li>Understanding and interest in CSR preferred</li><li>Writing and design skills desired</li><li>Strong sense of responsibility and interpersonal skills required</li></ul>

## ? 인턴십 지원 자격은 구체적으로 어떻게 되나요?

Application 접수 기간 기준 대학교 재학생, 휴학생 및 수료생(졸업유예생)만 지원 가능하며, 대학교 기졸업자 및 대학원 재학생은 지원 불가합니다.

## ? 해외 거주자도 지원이 가능한가요?

지원 시에는 해외 거주자도 지원이 가능하지만, 이후 인터뷰 진행 단계 및 인턴십 기간에는 국내에 거주하여 office 출근이 가능해야 합니다.

## ? Application 제출 시, 유의사항이 어떻게 되나요?

Application 작성 시 희망 부서 1, 2지망을 반드시 차례로 기입 후 PDF 파일로 변환하여 제출해야 하며, 접수기간 이후에 지원하는 경우에는 평가대상에서 제외됩니다.

## ? Personal Statement는 어떻게 작성하면 되나요?

첨부된 이력서 양식에 맞게 3문항 모두 한 페이지 내에서 작성 바라며, 분량을 초과하는 경우 평가대상에서 제외됩니다.

## ? 근무지는 모두 서울 office 인가요?

아닙니다. Regional Distribution Center 부서는 경기도 안성에서 근무 예정이고 Rolls-Royce 부서는 잠실 롯데타워에서 근무 예정입니다. 해당 직무 지원 시, 반드시 office 통근가능여부 확인 후 지원 부탁 드리겠습니다. 근무지 관련하여 자세한 사항은 Open Position 확인 바랍니다.

## ? Rolls-Royce 부서 인터뷰 전형은 어떻게 진행되나요?

Rolls-Royce 부서는 총 두 번의 인터뷰 전형이 예정되어 있으며, 2nd Interview는 APAC Director와 Full 영어로 진행됩니다. 단, 해당 일정은 내부 상황에 따라 언제든지 변경 가능합니다.

## ? Phone Interview는 진행하지 않는 건가요?

2025년 하반기부터 Phone Interview 전형은 폐지되어 진행하지 않을 예정입니다. 대신 대면 인터뷰에서 영어역량 평가를 위해 일부는 영어로 인터뷰가 진행 되오니 참고 바랍니다.

추가 문의사항은 **BMW Korea Internship 계정(BMWKorea.Internship@bmw.co.kr)**으로 연락 바랍니다. 감사합니다.