



Korean-German Chamber
of Commerce and Industry
주한독일상공회의소

Join Our Team as Membership Intern

Who We Are

The Korean-German Chamber of Commerce and Industry (KGCCI) has been the trusted voice of German business in Korea since 1981. With around 500 member companies, we are the second-largest foreign chamber of commerce in Korea and part of the global German Chamber Network (AHK), spanning 150 offices in 93 countries.

Our membership base is the foundation of everything we do. Maintaining high-quality data, ensuring excellent member care, and supporting meaningful connections are essential to our success. To strengthen this backbone, we are looking for a detail-oriented and process-driven **Membership Intern** to join our team.

The Role: Membership Intern

As a Membership Intern, you will play a key role in maintaining and improving the quality of our membership database. You will work closely with the Membership Manager to ensure that our data is accurate, up-to-date, and well structured.

This role is ideal for someone who enjoys working with data, is comfortable communicating over the phone, and is eager to gain hands-on experience in CRM and membership operations.

Please note: This is not a sales or acquisition role. Instead, you will play a key role in maintaining accurate and well-structured membership data and supporting smooth day-to-day operations.

Contract: 6 months fixed-term contract

Your Responsibilities

- **Research and Cold Calling:** Contact member companies to confirm and update outdated or missing information in the database, and identify and research German companies in Korea to expand the member database.
- **Administrative Support:** Assist the Membership Manager with daily operational and administrative tasks.
- **Collaboration:** Coordinate with internal teams (Events, PR) for member-related events.
- **Data Management & Cleanup:** Review, verify, and update membership data in the CRM system to ensure accuracy and completeness.

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- **Data Consolidation:** Organize and merge scattered data sources into a structured and unified database.

What We're Looking For

- **Languages:** Korean (native or fluent), English (business proficient); German is a plus.
- **Experience:** Previous internship or experience in data management, administration, CRM, or customer communication is a plus
- **Education:** Bachelor's degree or currently enrolled (final year)
- **Skills:**
 - Strong attention to detail and ability to handle large amounts of data
 - Comfortable with phone communication (cold calling required)
 - Basic understanding of CRM systems (Salesforce, SAP, MS Dynamics or similar is plus)
 - Proficiency in Microsoft Excel and Microsoft 365 tools
 - Strong organizational skills and a structured way of working
 - Reliable, proactive, and willing to learn in a fast-paced environment

Why Join KGCCI?

- **Great People & Culture:** Our team is known for its supportive, collaborative environment — something our colleagues consistently highlight as a key reason they enjoy working here.
- **Cross-Cultural Impact:** Work at the intersection of Korean and German business, gaining international exposure and experience.
- **Professional Prestige:** As part of the global German Chamber Network, your work will be recognized locally and abroad, adding valuable weight to your career journey.

How to Apply

Application deadline: Sunday, May 3, 2026

What to send: Your CV and a cover letter in English

Where to send it: hr@kgcci.com

Email subject line: Application for Membership Intern – [First Name] [Last Name]

If you need more information: hr@kgcci.com or (02) 3780-4646

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