

Join Our Team as Project Assistant Manager

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.

As the primary point of contact for German and Korean companies exploring bilateral business opportunities, KGCCI and its subsidiary, KGCCI DEinternational, serve as vital communication hubs and provide specialized professional services that support successful market entry and expansion. Within DEinternational, **Team Industry I focus on the Automotive, Machinery, Medical & Healthcare, and Bio & Cosmetics sectors.** To strengthen our continued commitment to excellence, we are seeking a dedicated Project Assistant Manager to join our team.

The Role: Project Assistant Manager (Trade & Market Entry Services)

Contract: 1-year contract, with possibility of permanent employment upon performance review

Your Responsibilities

- **Project Coordination & Execution:** Coordinate and execute projects within Team Industry I's service portfolio, ensuring timely delivery and high-quality outcomes
- **Business Delegations Management:** Plan and manage business delegations between Korea and Germany, including coordination with stakeholders and participants
- **Trade Fair & B2B Event Management:** Organize and oversee industrial trade fair participation and B2B events, including partner communication and on-site support
- **Market Entry & Expansion Projects:** Support and partially lead market entry and expansion projects, including market research and business partner search
- **Client Management & Communication:** Serve as a point of contact for clients, manage inquiries, and maintain strong professional relationships
- **Cross-functional Collaboration:** Collaborate with internal teams and stakeholders to ensure smooth project execution and alignment

KGCCI DEinternational Ltd.

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What We're Looking For

- **Languages:** German (B2 level or above), Korean (native or fluent), English (intermediate or above)
- **Experience:** At least 1 year of professional experience in international business or multinational environment
- **Education:** Bachelor's degree (preferably in Business Management or related field, but not mandatory)
- **Skills:**
 - Strong communication and interpersonal skills
 - Proficiency in Microsoft 365 tools (Outlook, Excel, PowerPoint, Word), with strong Excel skills
 - Strong organizational skills and a structured way of working
 - Ability to manage tasks in a reliable and detail-oriented manner
 - Proactive attitude with a willingness 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: May 10, 2026**
- **What to send:** Your CV and a cover letter in English
- **Where to send it:** hr@kgcci.com
- **Email subject line:** Application for IND1 Project Assistant Manager_[First Name][Last Name]
- **If you need more information:** hr@kgcci.com or (02) 3780-4646

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