

Join Our Team as Project Intern(Trade & Market Entry Services)

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, we are currently seeking a motivated Project Intern to support the team's trade promotion and market entry projects.

The Role: Project Intern (Trade & Market Entry Services)

Contract: 3-month short-term internship, with possibility of extend employment upon performance review

Your Responsibilities

- **Project Support:** Assist with the preparation and implementation of projects within Team Industry II's service portfolio under the guidance of project managers.
- **Business Delegation Support:** Support the organization of business delegations between Korea and Germany, including participant communication, schedule coordination, preparation of materials, and logistical arrangements.
- **Trade Fair and B2B Event Support:** Assist with trade fairs, business meetings, seminars, and B2B events, including company outreach, appointment coordination, event preparation, and on-site operational support.
- **Market Research:** Conduct desk research on industries, market trends, companies, and potential business partners in Korea and Germany.
- **Business Partner Search:** Support the preparation of company lists and the identification of potential clients, distributors, suppliers, and cooperation partners.
- **Communication Support:** Assist with responding to general inquiries and communicating with participating companies, clients, service providers, and other external stakeholders.
- **Documentation and Administrative Support:** Prepare presentations, Excel files, project documents, participant lists, meeting materials, and internal reports.

KGCCI DEinternational Ltd.

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- **Cross-functional Collaboration:** Work closely with other KGCCI teams and internal stakeholders to support the smooth implementation of projects and events.

What We're Looking For

- **Languages:** Korean (native or fluent), English (intermediate or above) and German is a plus.
- **Experience:** At least 6 months of work experience (including part-time job or internship)
- **Education:** Bachelor's degree (preferably in Business Management or related field, but not mandatory), possible to currently enrolled in or recently graduate from university
- **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: Aug 17, 2026**
- **What to send:** Your CV and a cover letter in English
- **Where to send it:** hr@kgcci.com
- **Email subject line:** Application for IND2 Project Intern_[First Name][Last Name]
- **If you need more information:** hr@kgcci.com or (02) 3780-4646

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