

Join Our Team as PR & Communications Assistant

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.

KGCCI is looking for a **PR & Communications Assistant** to support the Chamber's general communications activities — including media relations, digital content, publications, and public outreach. The role will also contribute to preparations for the Asia-Pacific Conference of German Business (APK) 2026, one of our most high-profile upcoming events.

The Role: PR & Communications Assistant

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

Your Responsibilities

- Support chamber-wide communications such as press releases, newsletters, and publications
- Assist with content creation and management for social media and our website
- Coordinate media outreach, press release, and event organization
- Maintain and update our website and media contact lists
- Support interviews, meetings, publication, and communication-related tasks

What We're Looking For

- **Languages:** Korean (native or fluent), English (intermediate or above), German is a plus
- **Experience:** At least 1 year of professional experience in PR, communications, or events (preferred)
- **Education:** Bachelor's degree (preferably in PR, communications, journalism and related field, but not mandatory)
- **Skills:**
 - Strong writing and professional communication skills
 - Proficiency in MS Office (Outlook, PowerPoint, Word, Excel)

KGCCI DEinternational Ltd.

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- Social media savvy
- Photoshop and content editing skills are plus
- Organized, detail-oriented, and able to meet deadlines

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 25, 2026**
- **What to send:** Your CV and a cover letter in English
- **Where to send it:** hr@kgcci.com
- **Email subject line:** Application for PR & Communications Assistant_[First Name][Last Name]
- **If you need more information:** hr@kgcci.com or (02) 3780-4646

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