

Business Development Assistant

Spring 2017 Trainee Program

The **Czech-Korean Society**, an NGO operating in the Czech Republic and Korea, is recruiting for two **Business Development Assistants** to join our team based in **Prague** to work on projects in developing business relations between Czech Republic and Korea. The position is opened as a **part-time** (15hours/week, flexible) **4-month** trainee program beginning in **February 2017**, with the possibility of a long-term full-time employment.

The role would suit a **graduate/graduate student of marketing, business management, international business or IR**, interested in getting a chance to apply their knowledge on real-life projects under the umbrella of successful international NGO.

Native Koreans are also allowed to apply.

To apply, you **should have**:

- Business research and analytical skills,
- A "can do" attitude and high level of stress-resistance,
- Strong project management skills,
- Passion for the East Asian region,
- Excellent command of English (knowledge of Korean, Chinese or Japanese is a plus),
- Good knowledge of MS Word, Excel, PowerPoint and social media.

To successful candidates, **we offer**:

- Trainee program guided by experienced professionals,
- Negotiable financial support to cover personal costs,
- Excellent networking opportunity in East Asian business relations,
- Chance to be fully in charge of selected projects (incl. leadership opportunities),
- Possibility of a long-term job placement.

If you're interested, please send your CV and cover letter in English to **hr@cks-korea.cz** by **February 10, 2016**. More info at **www.cks-korea.cz**.