

**Business Development Assistant**

**Fall 2016 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 and Seoul** 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 **October 2016**, 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.

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 interested, please send your CV and cover letter in English to **hr@cks-korea.cz by September 30, 2016. More info at www.cks-korea.cz**.****