



Australian Chamber of Commerce (AustCham) in Korea - Business and Administration Manager

The Australian Chamber of Commerce (AustCham) in Korea is seeking a Business & Administration Manager to join our dynamic team!

AustCham Korea is the peak body representing the Australia - Korea business community. With approximately 260 Australian and Korean members, the Chamber's mission is to foster a vibrant Australia-Korea business community through business development and networking. With a focus on providing representation, advocacy, access, and information, the Chamber hosts up to 40 events and initiatives each year, including monthly business forums, roundtable discussions, marketing promotions, social networking functions and a Corporate Social Responsibility (CSR) program.

In order to lead Australian business growth in Korea, AustCham aims to provide members with:

- **Information:** High-quality, practical information and referrals on doing business in Korea.
- **Representation:** A robust, influential and positive Australian business identity to the Korean government and the wider Korean and international business community, playing a constructive and meaningful role in developing Australia/Korea commercial relationships, and representing Australian business in Korea.
- **Commercial Connections:** Business networking opportunities through our range of forums, networking and social events, playing a constructive and meaningful role in promoting Australia/Korea commercial relationships.

As an integral part of the Chamber team, the Business and Administration Manager reports to the Executive Director on all day-to-day operational matters and works closely with the Secretariat Team to deliver value for members.

REQUIREMENTS

- Strong organisational skills, with ability to prioritise and manage many issues at one time
- Highly resourceful with a strong ability to self-motivate
- Knowledge of / connection to Australia
- Experience working within the Australian-Korean community
- Sound understanding of the Australian-Korean bilateral business relationship
- Spoken and written English and Korean fluency essential
- Strong public relation skills to represent chamber at official functions
- Experience using Microsoft Office suite
- Experience with social media management and marketing initiatives.
- Strong public speaking skills

RESPONSIBILITIES

- Assist the Executive Director with day-to-day administration of the Chamber office, ensuring all correspondence and enquiries are promptly and effectively dealt with
- Financial administration of AustCham activities
- Bookkeeping and database management, including regular updates of the membership database
- Key stakeholder engagement with members, business and government authorities
- Liaise with Korean government, organisations and stakeholders, maintaining strong relationships
- Organise, prepare and host Chamber meetings
- Organise of Chamber related events and initiatives
- Work on special Chamber projects as and when required
- Assist with translation in Korean and English.
- Assist in organising additional functions when necessary for visiting guests
- Actively assist in procuring, increasing and retaining membership numbers
- Actively engage with the Chamber's membership base as to maintain and develop a strong relationship with the broader community
- Assist with the ongoing charity activities of the Chamber

TO APPLY:

Please send your CV and cover letter to AustCham Korea's Executive Director, Rowan Petz, at exec@austchamkorea.org. Applications close 23:59 KST on Friday, June 11, 2021.