



VACANCY NOTICE

Office and Project Assistant

Starting Date: January 2, 2025

Location: Seoul, South Korea

Work Hours: 40 hours/week

Employment Duration: Permanent

Probation Period: 6 months

Application Deadline: December 15, 2024

Are you value-driven, socially-minded, a good communicator? Do you enjoy working with people from diverse backgrounds? Do you have first-hand experience as a project and/or office assistant in a non-profit or international organization? If so, you could be a great fit for us! We offer exciting and meaningful work and a supportive working environment in a dynamic, committed and innovative team.

Who we are:

The Friedrich-Ebert-Stiftung (FES) is an independent, private and non-profit organization headquartered in Germany. FES in South Korea runs activities that help to promote social justice and gender equality, shape the future of work, support policies to protect our climate, promote peace on the Korean Peninsula and strengthen international dialogue on geopolitical issues. At the heart of our work is our worldwide network of offices through which FES conducts educational and advisory activities and facilitates dialogue in over 100 countries. More information on the activities of FES Korea can be found at <https://korea.fes.de>

Your role and tasks:

- Supporting the organization, preparation, and implementation of project activities
- Office administration
- Supporting with procurement procedures
- Assistance with financial accounting
- Maintaining the address/participant database
- Supporting the organizational communication (maintenance of the FES Korea website and social media channels)
- Logistical tasks
- Maintenance of IT & company car



What we expect:

- Highly motivated individual with 1-2 years' working experience in a similar role preferably in a non-profit or international organization
- Bachelor's degree
- Effective communication skills, excellent written and verbal skills in Korean and English (Knowledge of German would be an asset)
- Global mindset, strong intercultural sensitivity, and ability to work in a team environment
- Ability to work independently with strong time management and organizational skills
- Ability to prioritize and perform duties with an attention to detail and a problem-solving attitude
- Solution-focused team player who acts with integrity and transparency in all decision-making processes
- Proficiency in relevant IT and software applications
- Driver's license (required)
- Korean citizenship

Are you interested?

Please send your motivation letter, CV and relevant supporting documents such as evidence of training and previous professional experience in English or German as soon as possible (latest by December 15, 2024) to info.korea@fes.de