

Business Development Assistant

Trainee/internship program

The **Czech-Korean Society**, an NGO operating in the Czech Republic and Korea, and the **Asia Innovation Forum**, an educational platform for business cooperation of V4 countries and East Asia, are recruiting for **two Business Development Assistants** to join our teams **based in Prague and Seoul** to work on joint projects in developing business relations between EU and East Asia. The position is opened as a **part-time** (15hours/week, flexible) **4-month trainee program beginning in February 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 NGOs.

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 MSWord, 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 **January 27, 2016**. More info at www.cks-korea.cz.