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|  | **RECRUITMENT – Administrative & Accounting Internship****Job description:**Under the supervision of Administrative & Accounting Assistant Manager, the Intern will assist in:* Creating Invoice: issuing and sending invoice to the client
* Issuing the tax sheet according to the invoice
* Assisting the preparation of quarterly VAT declaration
* Ordering supplies and office equipment
* Collaborating on the events organized by the PR & Event Department: hosting, checking the participants list on D-day, etc
* Preparing and sending member certificates
* Managing visitors and phone calls
* Hosting and treating demands from business center clients
* Preparing the environment for the board meeting monthly
* Other tasks requested by the Administrative & Accounting Assistant Manager or by Secretary General

**Required Qualifications:** * Undergraduate degree in Administration, Management or French is desirable
* Fluency in Korean\*; intermediary level in French. Good knowledge of English is an asset
* Good knowledge of Windows Office package
* Detail oriented, well organized, multi-tasking and strong follow-up skills
* Ability to work under time pressure
* Sense of confidentiality

**\*only Korean nationals will be considered for this position.****Compensation**:To be discussed during the job interview**Posted:** Monday, December 20, 2016**Application deadline:** Monday, January 9, 2017. Please be aware that potential candidates will be invited to the interview session as the application is being received. Please DO NOT wait until the application deadline to submit your candidature.**Type:** Internship (6 months) Starting from: February 1st, 2017**Contact:** Please send your resume and cover letter (French and/or Korean) quoting “Administrative Intern”+ your name on title line, to welcome@fkcci.com |