

General Manager at the Swedish Chamber of Commerce in Korea

SCCK and the Board of Directors are now recruiting a General Manager to make sure that the current 40+ corporate and individual, as well as future members are served in the best possible way. As a General Manager, you will be the “face of the SCCK”, and responsible for driving the overall activities in the Chamber. You will work towards agreed performance and activity objectives and will directly impact the way the Chamber is performing and how it is perceived by its members. As our GM, you will have a chance to expand your business network in the international and Korean business environment. You will be based in Seoul and report to our Chairman and the Board of Directors.

Responsibilities:

- Overall responsible for daily management of SCCK.
- Lead board-meetings and other events.
- Grow the chamber by identifying new potential members and handle the on-boarding.
- Manage relationships with other European chambers together with the board.
- Monitor the financial performance of the chamber.
- Set and follow-up budget for SCCK.
- Manage events and meetings for the members.
- Manage member-fees and payments to SCCK.
- Organize the annual gala-dinner.

What are the qualifications required?

The right person has a passion for being in charge and taking responsibility of a membership organization and has a strong sense of serving and supporting its members. Ability to work evenings and under tight deadlines, especially around big Chamber events and BoD meetings. Documented skills in Sales & Marketing, PR and event management are valuable.

As a person, you are social and outgoing, have a strong presence and is confident, self-motivated and performance driven, communicative, well-organized and a true team player. Maturity and a professional style in all external interactions from suppliers to senior corporate executives.

A very high level of proficiency in English, both spoken and written, is a requirement. Knowledge of Korean and/or Swedish is an advantage but not a requirement. Computer skills are a must. Experience in web site updates, social media, digital newsletter creation and a natural sense of clear and effective communication is also desirable. Experience and knowledge about Sweden and Swedish business culture is highly desirable.

Are you the person we are looking for?

If you are interested in this position, please send your application, including a personal letter and your CV as soon as possible but the latest March 29th to scckinseoul@gmail.com. The ideal start date would be May 1st.