

Do you want to work for a greener Korea?

Recruitment for a full-time position as Office Manager/Personal Assistant to the Director

Who we are

The Heinrich Böll Foundation (hbs) is a political foundation with an affiliation to the German Green Party. Fostering democracy and upholding human rights, taking action to prevent the destruction of the global ecosystem, advancing equality between women and men, securing peace through conflict prevention in crisis zones, and defending the freedom of individuals against excessive state and economic power – these are the objectives that drive the ideas and actions of the Heinrich Böll Foundation. We maintain close ties with the German Green Party (Alliance 90/The Greens) and as a think and do tank for green visions and projects, we are part of an international network encompassing well over 100 partner projects in approximately 60 countries. The Heinrich Böll Foundation works independently and nurtures a spirit of intellectual openness.

The foundation is in the process of opening an office in Seoul that will operate in the Korea, Japan and possibly other countries in East Asia.

Who we are looking for

To assist with the administration of the office, support the organization of events and act as a personal assistant to the director we are looking for a

Office Manager/Personal Assistant to the Director

Roles include:

- First point of contact for visitor and callers
- Contact with vendors and suppliers and organization of purchase processes for the office
- Travel, calendar and contact management for the director
- Point of contact for IT support from HQ
- Organization of administrative processes for the office, such as maintenance, vacation calendars, day-to-day operations of a variety of office services
- Organization of work-related events and incoming visitors
- Support the director and possibly other foreign colleagues navigating Korea, Korean bureaucracy or other related tasks

What you should bring

We are looking for somebody who has experience with administrative work and loves to welcome visitors! Getting things done and being able to find a way, where there seems to be none is an essential skill. Some years of experience in travel or event management, as a personal assistant or a front office manager would be welcome! We are looking for somebody who thrives in teams, is willing to support others and believes that we can achieve a better world together.

You should have a fluent command of Korean and English, knowledge of German is a definitive plus! Believing in gender equality is a must!

What we offer

A permanent contract (after an initial trial period) in a dynamic environment with flat hierarchies and the possibility to be part of a worldwide team working for a greener future! We offer you the possibility to contribute with your ideas to our work and see them put into reality!

A fair salary negotiable based upon prior experience.

We value a work-life balance and strive for a 40-hour work week. The hbs is a family-friendly organization, parental leave, regular work hours and similar regulations are important to us, although from time-to-time work on Saturdays or the evenings is possible, but will be compensated.

How to apply

Please send your CV, a letter introducing yourself and your motivation for the job to Jackie.Song@kr.boell.org under the subject: ApplicationOM+YOURNAME until **26 February 2024**.

Being in possession of Korean nationality or a standing work permit for Korea (independent of your employer) is a prerequisite for applying! If you are not a Korean citizen, please state your visa status in the email.

Interviews are planned to be conducted in March or April 2024.