



E.STYLE is a **LIVE MARKETING COMMUNICATIONS AGENCY** providing creative ideas and implementation services with Headquarter in Frankfurt am Main (Germany) and branch offices in Berlin (Germany), London (UK), Moscow (Russia) and Seoul (South Korea).

Our branch office **E.STYLE SEOUL** is looking for a well-organized and passionate individual, who is extremely motivated about office management and business administration in the field of marketing to join us in the position of **BUSINESS ADMINISTRATION ASSISTANT**.

A **BUSINESS ADMINISTRATION ASSISTANT** at **E.STYLE SEOUL** can expect to be welcomed into a work environment, which provides ample scope for independent work, development and a chance to work on company expansion and empowerment. If you see yourself working in a young, fast-growing agency with international and multi-cultural background and support the branch office in Korea, then we may be what you seek.

BUSINESS ADMINISTRATION ASSISTANT (Male/Female)

▶ **Key responsibilities of the role are:**

- ▷ Independent handling and assistance with all aspects of administration management, directory maintenance, logistics, and equipment inventory as well as processing transcript requests
- ▷ Scheduling and coordinating meetings, travels, events and other similar activities
- ▷ Coordinating between departments and operating units to resolve day-to-day administrative and operational problems
- ▷ Close communication with accounting, tax consultant, and public authority
- ▷ Handling accountancy of receipts such as travel expenses, invoices, and bookings
- ▷ Preparing and handling of business correspondence and performing multifaceted general office support

▶ **Desired Skills and Experience**

- ▷ University degree in Business Administration / Office Management / Marketing or completed training as a Business Administration Assistant
- ▷ Well-organized with the ability to multi-task effectively within a fast-moving environment
- ▷ Strong work ethic, excellent reliability, creative problem-solving and critical thinking skills
- ▷ Confident personality with good communication skill and also admirable team player
- ▷ Very good knowledge of MS Office package, especially PowerPoint
- ▷ Writing and speaking communication fluency in Korean and English is essential
- ▷ Knowledge of other languages will be welcome but is not mandatory

If you are highly motivated and looking to join an organization where you can make an immediate impact, we would like you to send us your application at seoul@eslmc.com
Please do include - CV and cover letter (both in English) **required**, references if any, with the following job code.

Job Code: KR-BAA-2017

Contact Person: Ms. Sneha Kamath / Mr. Bjarne Voss

