

July 2018

Business Support Team Intern, Seoul Office

Description

Samchully Asset Management Co., Ltd. is looking for a highly capable intern to join the Business Support Team. The intern will play a critical role in assisting executives and team members while learning overall business operation.

Timing

Full time commitment required from ASAP to December 2018. The period could be adjusted depending on business needs and candidate availability.

Company

Samchully Asset Management is a premier alternative investor that invests in overseas energy and energy infrastructure assets through private equity funds, single asset funds, and fund of funds. Established in 2008 as a joint venture between Samchully Co., and Macquarie Funds Group, we provide investors with tailored investment opportunities characterized by long-term revenue streams and real capital growth. Our current AUM stands at \$1.3 billion with assets located in the United States and Canada across upstream, midstream, and power & utilities industries. Samchully Asset Management has offices in Seoul and Houston.

Responsibilities include

- Assist preparing financial document such as Financial statement, Financial Supervisory Service&Bank of Korea Reports and Invoice, etc.
- Office management (coordinates the purchase, repair and maintenance of office equipment)
- Arrange the payments for Seoul/Houston office
- Administrative support to Finance/HR/IT
- Coordinate business trips for the team (Visa application, flight reservation, hotel booking and etc.)
- Response to ad hoc administrative requests as needed

Candidate will possess following qualifications

- Background Knowledge on Accounting
- Detail oriented and works with a high degree of accuracy
- Ability to multitask and meet deadlines upon request of team members
- Good communication skills and sense
- Strong responsibility and commitment
- Basic working knowledge on email, Excel, Word, PowerPoint, etc.

Apply

Please send Korean and English resume and CV, attached consent form for collecting and using personal information to the following address. Applications will be considered on a rolling basis so early applicants will be interviewed first.

recruiting@sig-fund.com

개인정보 수집 및 이용 동의서

본인은 삼천리자산운용 주식회사에 대한 입사지원과 관련하여 「개인정보 보호법」에 따라 아래와 같이 본인의 개인정보를 수집, 이용 또는 제공하는 것에 동의합니다.

1. 개인정보의 수집 및 이용 목적

삼천리자산운용 주식회사는 채용 진행을 목적으로 입사지원자의 성명, 생년월일, 학력, 경력, 가족정보, 연락처 등의 개인정보를 수집하며, 개인정보를 제 3 자에게 제공하거나, 채용 이외의 목적으로 사용하지 않습니다.

2. 개인정보 보유 및 이용 기간

채용 절차 종료 후 즉시 폐기를 원칙으로 하나, 같은 채용에 대하여 추가적인 선발이 있을 경우에는 해당 입사지원 정보를 활용할 수 있습니다.

※ 입사지원자는 '개인정보 수집 및 이용 동의서'의 제출을 거부할 권리가 있습니다. 다만, 개인정보 수집 및 이용에 동의하지 않을 경우 채용절차가 진행되지 않을 수 있음을 참고하시기 바랍니다.

년 월 일

성 명 :

서명 또는 (인)

법정생년월일 :