

Position	English Editor _ MICE Overseas Marketing
Work Tasks	<p><u>Editing and Proofreading</u></p> <ul style="list-style-type: none"> -Draft and review presentations, letters, speeches, brochures, etc. in English. -Plan and oversee copywriting for advertising or promotional materials in English. -Research and translate MICE contents (news, articles, etc) <p><u>MICE Overseas Marketing</u></p> <ul style="list-style-type: none"> - Execute overseas on/offline advertisement and create press release - Participate in producing daily content (news, articles, etc) for the Korea MICE English website (www.koreaconvention.org) & Korea MICE social media(facebook, twiter, etc) management <p><u>International Cooperation</u></p> <ul style="list-style-type: none"> - Assist with facilitating communication with tourism and MICE-related international organizations - Assist with facilitating communication with MICE media <p><u>Other Duties</u></p> <ul style="list-style-type: none"> - Support other duties related to the MICE Bureau and KTO's overseas marketing <ul style="list-style-type: none"> ※ Position may include other responsibilities regarding overseas marketing in Korea Tourism Organization
Required Qualification	<ul style="list-style-type: none"> - One of the following: <ul style="list-style-type: none"> ○ Nationality-holder from English-speaking country ○ Educated in an English-speaking country for 7 years or more (only Korean) (※ Education corresponding with the official curriculum for Korean Elementary·Middle·High School and University)
Required Knowledge	<ul style="list-style-type: none"> ○ Ability to translate and edit Korean/English texts, ability to use OA system
Required Skills	<ul style="list-style-type: none"> ○ Outstanding Korean-to-English translation skill and ability to perform work tasks and communicate in Korean ○ Experience in Korean-English translation, editing and Korean reading comprehension, using OA systems, ability to network with established contacts

Work Behavior	○ Consumer-oriented manner, able to engage in harmonious communication with others, cooperate with outside organizations, project-oriented, analytical, attention to details, morally sound, etc.
Basic Skills	○ Understanding others, communication, numeracy, problem-solving, self-improvement, resource management, information-processing, interpersonal, work ethics