

JOB OPENING

Company Profile			
Company Name	Korea Electric Power Corporation Southeast Asia Office		
Industry Type	Power Utility		
Representative	Jang, Yujung		
Location	Charmvit Tower, Cau Giay, Hanoi		
Website	www.kepcoco.kr		
Major Achievement	Korea Electric Power Corporation, better known as KEPCO , is the largest electric utility in South Korea, responsible for the generation, transmission and distribution of electricity and the development of electric power projects in the world. The South Korean government (directly and indirectly) owns a 51.11% share of KEPCO.		
Job Description			
Position	Translation, Research and Admin.	Start Date	August 2024
Vacancy Open	1 person	Nationality	Vietnamese
Job Details	<p>A. Take charge of bilingual (Korean -Vietnamese) translation and interpretation</p> <ul style="list-style-type: none"> - Provide communication support for KEPCO working with Vietnamese officials and relevant companies - Translate and summarize work-related documents and other materials - Arrange and accompany business trips and meetings <p>B. Provide assistance for networking in energy sector</p> <ul style="list-style-type: none"> - Act as the point of external partners - Organize the meeting and Research information related to the energy sector <p>C. Support administration work and any other business that was requested</p>		
Working Conditions	Working Days	5 days a week	
	Working Hours	8 hours a day	
	Monthly Salary	1,000~1,500 USD	
	The Term of Contract	1 year and can be extended according to the performance	
Skills / Licenses	Microsoft (Excel, Word, PPT), Han Soft(Korean)		
Language	High level of Korean(Proficiency in English is preferred)		
Other Preferences			
<ul style="list-style-type: none"> ▸ Working experience in energy sector or Korean company will be an advantage ▸ Having strong networking and relationship building skills ▸ Basic knowledge of electric power industry 			