

GE University Relations Program

대학생 인턴십 프로그램

GE Korea는 국내외 대학생을 대상으로 우수 인재 발굴 및 육성, 선발의 목적으로 인턴 프로그램 URP(University Relations Program)을 실시하고 있습니다. GE Korea-URP는 차세대 GE 리더를 육성하고자 GE 리더십을 활용한 체계적인 인턴십 프로그램으로 비즈니스 업무 능력과 리더십 역량을 훈련하는 현장실무 OJT 과정입니다. 매년 상반기, 하반기 2회에 걸쳐 대학생을 선발합니다.

인턴십 내용

선발된 대학생은 인재 사관 학교로 불리는 GE의 비즈니스 환경을 직접 경험하게 됩니다. 배치된 부서에서 일반 업무를 수행하는 것뿐 아니라, 1:1 멘토링, 월별 리더십 교육, 미니MBA, 자원봉사 활동 및 프로젝트 참여 등 GE의 강도 높은 업무환경과 다양한 프로그램을 직접 경험할 수 있는 다양한 기회를 갖게 됩니다.

월별 교육 과정은 GE 리더십 및 GE Growth Values, 커뮤니케이션 및 프레젠테이션 스킬, 마케팅 전략 등의 인재양성 교육 및 직무 역량 등을 주제별로 다루고 있습니다. 모든 인턴십 과정은 URP 대학생들의 다양한 프로젝트 참여와 GE 임원들의 직접적인 코칭과 피드백이 제공됩니다.

모집요강

연수 기간	2013년 1월 2일 ~ 2013년 6월 28일(6개월) 주5일 Full Time 유급 인턴십 (모집부서에 따라 근무기간이 상이할 수 있음)
모집 기간	2012년 11월 30일(금) ~ 2012년 12월 10일(월) 오전 9시
모집 부서	Engineer, Sales, Finance, Marketing, HR, PA/Communications, IT, 지원부서
지원 서류	- 국문 이력서 & 자기소개서 - 영문 Resume & Cover Letter - MS word 형식의 자유양식으로 전체파일용량 500KB 미만
서류 제출	- recruit.korea@ge.com - 메일 제목 형식: [URP 6기 지원] Function-Business-Department (지원자성명)
근무 지역	- 서울 강남구 논현동: 7호선 강남구청역 (Healthcare, Corporate) - 경기도 성남: 8호선 남한산성입구역 (초음파연구개발) - 경기도 판교: 분당선 이용 시 강남역->판교역 15분 (Energy, 가전연구개발)
모집 요강 (공통)	- 6개월 Full Time 근무 가능자 (반드시 휴학 필요) - 3학년 1학기 이상 수료자 ~ 기 졸업자 및 경력 1년 미만 자 - GPA 3.5 이상 (4.5 만점 기준) - 탁월한 의사소통 및 대인관계 기술 - 팀워크 - 영어 의사 소통 능력: 공인어학점수 필수기재 (TOEIC 기준 850점 이상) - Computer skills (MS PowerPoint, Excel, Word)
문의처	GE Talent Acquisition team 02-6201-4567 (2번) 원미영 대리 02-6201-3032 / meeyoung.won@ge.com

사업부 요약

에너지 (Energy)

GE 에너지는 발전 및 에너지 기술 분야의 세계적인 공급업체로서 Power & Water, Energy Services 및 Oil & Gas 등 3개 사업부로 구성되어 있습니다.

헬스케어(Healthcare)

의료인들이 더 낮은 비용으로 더 많은 사람들에게 더 나은 의료서비스를 제공하도록 지원하고 있으며, 헬스케어 분야를 선도하는 주체들과의 파트너십을 통해 지속가능한 의료체제로 나아가는 데 필요한 글로벌 정책 차원의 변화를 촉진시키고자 노력하고 있습니다

가전 테크놀로지 (Appliances Technology)

GE에서 판매 중인 여러가지 가전 제품들에 대한개발 및 프로세스를 관리하고 있으며, 특히 미래 가전에 사용될 기술에 대한 전반적인 연구와 이와 관련된 제품을 개발하고 있습니다. 예를들면 스마트 그리드 환경에서 사용되어질 가전제품에 IT기술을 접목하는 연구등을 하고 있습니다.

보다 상세한 회사소개는 아래에서 확인하세요.

GE Korea 홈페이지: www.ge.com/kr

GE Korea 블로그: <http://geblog.kr>

GE Korea 채용 Twitter: <https://twitter.com> ID: GE Careers_Korea

모집 공고

Function	Business	Department	직무분야	Location
Engineer	Healthcare	QARA	QA/RA	서울시 강남
	GEUK	Engineering	초음파 장비 연구개발 지원 - Safety & Rohs supporter	경기도 성남
		Engineering	초음파 장비 연구개발 지원 - Software 개발 및 verification	경기도 성남
		Engineering	초음파 장비 연구개발 지원 - Hardware	경기도 성남
	Appliances	Appliances Tech	Prototype Board H/W & S/W Development	경기도 판교
		Appliances Tech	GUI based utility tools development	경기도 판교
		Appliances Tech	Appliances S/W development, test, optimization	경기도 판교
	Power & Water	PGS_OTR	OTR (CPM) support	경기도 판교
		PGS_OTR	OTR (CPM) support	경기도 판교
	Corporate	IT	IT Infrastructure Shared Services	서울시 강남
	O&G M&C	OTR	PM and CCR support	경기도 판교
Finance	Healthcare	Commercial Finance Op	Finance/ Accounting	서울시 강남
		Finance- FP&A	Finance/ Accounting	서울시 강남
		Finance- Controllership	Finance/ Accounting	서울시 강남
	GGO	GGO_Finance	Controllership	서울시 강남
		Global Ops- Finance	T&L	서울시 강남
		Global Ops- Finance	GEII Finance	서울시 강남
		GGO_Finance	FP&A	서울시 강남
HR	Healthcare	HR	HR	서울시 강남
	GGO	L&D	L&D	서울시 강남
	O&G M&C	HR	Client Support	경기도 판교
Marketing	Healthcare	Marketing	Marketing	서울시 강남
		MDX Marketing	Marketing	서울시 강남
		SVC Marketing	Marketing	서울시 강남
	GGO	Marketing	Marketing	서울시 강남

PA/Communication	Healthcare	Communication	Communication	서울시 강남
	GGO	PR/Comm	PR/Communication	서울시 강남
Sales	Healthcare	HCIT	Commercial Sales Support	서울시 강남
		KAM	Commercial Sales Support	서울시 강남
		LCS	Commercial Sales Support	서울시 강남
	O&G TM	Sales	Sales Support 및 Coordination	경기도 판교
	Power & Water	TPGS	Sales/CommOps support	경기도 판교
		TPGS	Sales/CommOps support	경기도 판교
지원부서	Healthcare	EHS	EHS	서울시 강남
		Lean	Lean Six-Sigma	서울시 강남
		Medical affairs	Medical affairs	서울시 강남
	GGO	IT	Techbar	서울시 강남
		IT	Techbar	서울시 강남

분야별 상세 모집 공고

<Engineering 분야>

1. Healthcare-QARA

Project / Assignment	<ul style="list-style-type: none"> Provide support for Product registration activities <ul style="list-style-type: none"> - Filing status tracking/update - Draft technical document/dossier - Recall/FMI report to KFDA Provide support for QMS (quality management system) upgrade project <ul style="list-style-type: none"> - Gap analysis between global and local procedures - Labeling process and inspection center support Monitor medical device regulation & external regulatory activity support <ul style="list-style-type: none"> - Enforcement of new requirement - Analyze the impact on GE product registration and quality management system - Research of foreign regulations to support policy position paper development - Help administrative works to manage medical device typetesting, team meetings, etc.
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: Open - Computer skills (MS Office) - Fluent English in both verbal and written - Strong interpersonal and communication skills - Proactive attitude and Team player
근무지	서울시 강남구 논현동

2. Healthcare-초음파 장비 연구개발 지원(Safety & Rohs supporter)

Project / Assignment	<ul style="list-style-type: none"> - All products Rohs BOM build up task support . - Support safety test - Coordinate with co-work scheduling - Mitigate SRE& Rohs risk & compliance issues
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: Electronics engineering - Strong interpersonal, communication skills - Computer skills (MS PowerPoint, Excel, Word) - Experience of International standard
근무지	경기도 성남시 중원구 상대원동

3. Healthcare-초음파 진단장비 연구개발(SW개발 및 Verification)

Project / Assignment	<ul style="list-style-type: none"> - Test and debug software defect - Execute software reliability test - Internal verification for software unit - Support software design control process
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: Computer Science, Medical Science - Good interpersonal, communication skills - Softawre Language skills (MFC, C, C++) - English skill read and write. - HR related certificate
근무지	경기도 성남시 중원구 상대원동

4. Healthcare-초음파 진단장비 연구개발(HW)

Project / Assignment	<ul style="list-style-type: none"> - Design Schematic symbols & control schematic's libraries - Support Verification of Electrical Component - Assisting HW circuit simulation & design
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred Major: Electronics engineering - Strong interpersonal, communication skills - Computer skills (MS PowerPoint, Excel, Word) - English writing & reading: basic
근무지	경기도 성남시 중원구 상대원동

5. Appliances Tech-가전 연구개발(Prototype 개발)

Project / Assignment	<ul style="list-style-type: none"> - Electronic Circuit Design - PCB sample Building & Test - MCU programing (Sensor, Display, Interface, etc)
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred Major: Electrical or Electronic Engineering - Experienced in Electronic Circuit Test - Skilled in Equipment : Oscilloscope, Function Generator, Power Supply - Strong in C - Skilled in MS Office : PowerPoint, Excel, Word - Fluent English in both verbal and written
근무지	경기도 성남시 분당구 대왕판교로 712 글로벌 R&D 센터

6. Appliances Tech-가전 연구개발(SW)

Project / Assignment	- Automated test system development - GUI based utility tools development - User Interface Image Design
Qualification/ Desired	- Preferred Major: Computer Science / Electronic Engineering - Experienced in Programming : C/C++, Java, C#, MFC - Skilled in MS Office : PowerPoint, Excel, Word - Skilled in Image Tools : Photoshop, Illustrator - Fluent English in both verbal and written
근무지	경기도 성남시 분당구 대왕판교로 712 글로벌 R&D 센터

7. Appliances Tech-가전 연구개발(S/W)

Project / Assignment	- Developing applications for Appliances - Testing and verifying software performance - Writing product & protocol specification
Qualification/ Desired	- Preferred Major: CS, EE or related field - Programming skills: C/C++ - Extensive knowledge of MCU and device driver - Fluent English in both verbal and written is a plus
근무지	경기도 성남시 분당구 대왕판교로 712 글로벌 R&D 센터

8. Energy- Power & Water_ OTR (CPM) support (2명)

Project / Assignment	- Market analysis & report - Support Proposal preparation & contract negotiation - Coordinate and manager internal/external Customer meetings and events - RFO interpretation (Korea ↔ English) - Common office work and others
Qualification/ Desired	- Preferred University: Open - Preferred Major: Open - Strong interpersonal, communication skills - Computer skills (MS PowerPoint, Excel, Word) - Fluent English in both verbal and written (any language certificate to be submitted)
근무지	경기도 성남시 분당구 대왕판교로 712 글로벌 R&D 센터

9. Corporate_IT - infrastructure Shared Services

Project / Assignment	- Engage and assist on IT Infrastructure local & global projects on requirement - Support on general IT infrastructure operation process - Coordinate and mitigate IT security, compliance issues and manage & assist IT training for employee
Qualification/ Desired	- Preferred University: Open - Preferred Major: Computer Science, Information Technology - Strong knowledge of IT infrastructure (server, network, data center) - Strong interpersonal, communication, project management skills - Strong Computer skills (All Windows products, MAC OSX, MS office) - Fluent English in both verbal and written. - IT related certificate (Microsoft Server, Cisco Network related)
근무지	서울시 강남구 논현동

10. Oil& Gas M&C_PM and CCR support

Project / Assignment	<ul style="list-style-type: none"> - Support Project Management team and Customer Care Representative team - Participate on project team to assist the implementation of GE's project management methodology, including planning, execution, monitoring, controlling, and closing out the project for continuous improvement - Support documentations including shipping, invoicing and finance systems - Prepare and participate in departmental training programs
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: Engineering degree preferred - Strong interpersonal, communication skills - Computer skills (MS PowerPoint, Excel, Word) - Fluent English in both verbal and written.
근무지	경기도 성남시 분당구 대왕판교로 712 글로벌 R&D 센터

<Finance 분야>

11. Healthcare-Commercial Finance Operation

Project / Assignment	<ul style="list-style-type: none"> - AP / AR support - IPP / SSP / HRP / Invoice Process Support. - KYC / supplier Workflow support - Contractor(계약서) Management. - Process support - Communication with Sales / Finance team - Program cost support. - Academy & event support.
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: Business Administration - Strong interpersonal, communication skills - Strong problem solving mindset and project mgmt skill - Computer skills (MS PowerPoint, Excel, Word) - Fluent English in both verbal and written.
근무지	서울시 강남구 논현동

12. Healthcare-Finance – FP & A

Project / Assignment	<ul style="list-style-type: none"> - Cash receipt and AR application treatment - AR application data upload in Oracle / MFG system - AR credit memo / AR-AP offset / Refund voucher preparation - Download creport for KYC process / Customer creation in system - Custody of promissory notes / p-notes tracker update - Cash / Unapplied receipt account reconciliation
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: Business administration (Accounting) - Strong interpersonal, communication skills - Computer skills (MS PowerPoint, Excel, Word) - Fluent English in both verbal and written. - HR related certificate
근무지	서울시 강남구 논현동

13. Healthcare-Finance – Controllership

Project / Assignment	<ul style="list-style-type: none"> AR - AR document collection & maintenance by each modality Cost Accounting - Plan, organize and monitor continuous improvement for current CA procedures - Cost account document collection & maintenance by each modality - Support and assist on general direct and indirect cost in order to increasing accuracy of estimation. VAT - Coordinate and verify sales and purchase VAT invoice to support month/ quarter closing and to resolve any inaccuracies identified. - Coordinate of project resources to support and deliver solutions relating to VAT project
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: Open - Strong interpersonal, communication skills - Computer skills (MS PowerPoint, Excel, Word) - Fluent English in both verbal and written. - HR related certificate
근무지	서울시 강남구 논현동

14. Corporate_Finance - Controllership

Project / Assignment	<ul style="list-style-type: none"> - Support F2F (Financials to Filing) project which is focused on standardizing the development of statutorily compliant, consolidated financial statements and tax filing procedures utilized by GEII. - Support CIT and VAT filings of GEII Korea - Support Statutory finance statement consolidation - Support managing STIR (Statutory tax information reporting system) - Support managing GRT (Global repository tool) and VRT (VAT reporting tool)
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: University degree in business, finance, accounting or a related area - Strong attention to detail and, good interpersonal & communication skills - Quick learner – able to grasp new concepts and processes quickly; - Ability to work well under pressure - Computer skills (MS PowerPoint, Excel, Word) - Fluent English in both verbal and written.
근무지	서울시 강남구 논현동

15. Corporate_Global Ops - Finance_T&L

Project / Assignment	<ul style="list-style-type: none"> - eT&L System Concur support - T&L audit thoroughly in compliance with Global T&L policy for GE II - Manage HD Corp. credit card expense - Perform customer service to employees regarding daily operations - Filing & Attachment of T&L voucher - T&L report collection
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: Open - Strong interpersonal, communication skills - Computer skills (MS PowerPoint, Excel, Word) - Fluent English in both verbal and written.
근무지	서울시 강남구 논현동

16. Corporate_Global Ops - Finance_GEII Finance

Project / Assignment	<ul style="list-style-type: none"> -Preparation of payment for expenses by using B2P system - Review document and evidence, Upload payment detail to G/L in Oracle. -Support account payable accountant incl. B2P project -Order office supplies & stationeries via Lyleco -Expats Support - Preparation of visa documents, application of Social security tax for expats, - Preparation of mothly report for pension and social security tax -Energy support - Request for notarial certificate and preparation of invitation letter for visitors. -Support corporate card application -Other admin support for GOF -Management for Payroll Help desk -Project support
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: Business Administration/Accounting (Finance related) - Strong interpersonal, communication skills, Data accuracy - Computer skills (MS PowerPoint, Excel, Word) - Good English in both verbal and written.
근무지	서울시 강남구 논현동

17. Corporate - Global Ops-Finance_FP&A

Project / Assignment	<ul style="list-style-type: none"> - Support monthly intercompany billing process. - Support the preparation of Training team's expense claim, Purchase Request, Purchase Order, P-Card settlement. - Support GE Korea Simplification project. (Data gathering, analysis) - Support GE Korea policy harmonization project (Data gathering, analysis) - Support to build the centralized data base for policy, approval W/F, etc.
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: University degree in business, finance, accounting or a related area - Strong attention to detail and, good interpersonal & communication skills - Quick learner - able to grasp new concepts and processes quickly; - Ability to work well under pressure - Computer skills (MS PowerPoint, Excel, Word) - Fluent English in both verbal and written.
근무지	서울시 강남구 논현동

< HR 분야>

18. Healthcare -HR

Project / Assignment	<ul style="list-style-type: none"> - Manage and assist on HR projects and employee events on requirement - Support on general HR process - Coordinate and manage HR transaction: on boarding & off boarding process - Mitigate HR risk & compliance issues
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: Open - Strong interpersonal, communication skills - Computer skills (MS PowerPoint, Excel, Word) - Fluent English in both verbal and written. - HR related certificate
근무지	서울시 강남구 논현동

19. Corporate-L&D

Project / Assignment	<ul style="list-style-type: none"> - Provide logistic and onsite support all GE Global Learning and customer events scheduled in South Korea to ensure that the highest quality experience is provided for participants. - Handle all learner enquiries, including registration, enrolment, pre-work, post-work, cancellation and learning histories. - Working with facilitators to manage schedules, training materials and invoicing/billing - Manage GE Global Learning Korea Support Central Site
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: Open - Highly organised, with excellent attention to detail and follow-through-great process skills. - Able to handle multiple priorities and conflicts. - Excellent interpersonal and communication skills, with a strong customer focus. - Able to anticipate needs and problems in a fast paced environment - Willingness to work irregular hours during programs (This role requires starting earlier and occasionally working later than normal office hours). - Computer skills (MS PowerPoint, Excel) - Fluent English in both verbal and written. <p>(Required Documents)</p> <ul style="list-style-type: none"> - English resume and cover letter - Latest Academic transcript in English - Official exam record of English proficiency if available
근무지	서울시 강남구 논현동

20. Oil & Gas - HR

Project / Assignment	<ul style="list-style-type: none"> - Manage and assist on HR projects and employee events on requirement - Support on general HR process - Coordinate and manage HR transaction: on boarding & off boarding process - Mitigate HR risk & compliance issues
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: Open - Strong interpersonal, communication skills - Computer skills (MS PowerPoint, Excel, Word) - Fluent English in both verbal and written. - HR related certificate
근무지	경기도 성남시 분당구 대왕판교로 712 글로벌 R&D 센터

<Marketing 분야>

21. Healthcare-Marketing

Project / Assignment	<p>Provide support for GEHC Korea Website Renovation Project</p> <ul style="list-style-type: none"> - Learn 'Sitecore', GEHC Korea's web management tool and maximize functionality adaptation - Coordinate and support monthly/quarterly web management plan - Facilitate communication with modality and functional team to develop and review new pages - Coordinate with web agency to deliver the outcomes <p>Support in planning digital marketing and lead generation</p> <ul style="list-style-type: none"> - Plan 'Smart Mails' regularly in line with NPI plan or GE-driven marketing initiatives - Support in tracking digital lead generation and prove the ROI of digital initiatives <p>Communicate with GGO Comm team, LCS, MDx team as well as APAC digital marcom team to align digital marketing and communication on regular basis</p>
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: Computer, Graphic or Web related - Strong interpersonal, communication skills - Computer skills (MS Office, Photoshop & Illustrator) - Fluent English in both verbal and written
근무지	서울시 강남구 논현동

22. Healthcare-MDx Marketing

Project / Assignment	<ul style="list-style-type: none"> - Do and be reviewed on KRPIA reporting (for obligated activities under Code of conduct) - Promotional material management from creation to regular report to monitor the flow thru Shinhwa in code of conduct - Regular activity co-ordination (Congress information sharing, activity calendar management, MKT worktracker, sales training, internal market research survey etc) - Assist 1H congress activities (booth exhibition etc) including global conferences (KSMRM, KSUM, SCCT, WCTI etc) - IPP, SSP submit for regular basic activities like material, basic AD & Booth - Prepare documents for SNZ listing - Support to execute SNZ reimbursement strategy - Primary market research for new product/business (Clariant)
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: Open - Strong interpersonal, communication skills - Computer skills (MS PowerPoint, Excel, Word) - Fluent English in both verbal and written. - HR related certificate
근무지	서울시 강남구 논현동

23. Healthcare-SVC Marketing

Project / Assignment	<p>SVC Strategic marketing & Go-To-Market plan development</p> <ul style="list-style-type: none"> - Fully participate in new products(new SVC offerings, accessory etc.) go-to-market plan development - Analyze & validate the market opportunities for SVC business in terms of impact of our customer, competition, comminicat market treands - Update the manage the customer information in SalesForce.com <p>Strategic market research (Secondary)</p> <ul style="list-style-type: none"> - Articulate the market strategy with stakeholders, ensure it is defined by customer segments - Provide market analysis and support to SVC strategic marketing manager to define, prepare, validate and communicate a market strategy by market segment/customers etc. - Update the healthcare trend and ensure government healthcare related policies and indicators are articulated and validated with SVC strategic marketing plan <p>Marketing supports</p> <p>Support and prepare for marketing team related activities</p>
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred Major: Business Administration - Strong interpersonal, communication skills - Computer skills (MS PowerPoint, Excel, Word) - Fluent English in both verbal and written. - Clear thinking/problem solving - Adaptable/flexible: being open to change (positive or negative) in response to new information, different or unexpected circumstances, and/or to work in ambiguous situations
근무지	서울시 강남구 논현동

24. Corporate-Marketing

Project / Assignment	<p>Provide Market Research Assistance</p> <ul style="list-style-type: none"> - Support Market Development/Marketing team's key initiatives through research/analytic reports (i.e. drafting macro-economic/industry trend update, weekly market intelligence, etc.) - Research and document Detailed Market Data (ie. economic, political, business...), which is required for supporting marketing and business development activities/reports - Identify and document research tools and references (ie. online, offline) to create a Research Repository, which can be used to facilitate future research activities <p>Provide Administrative/Logistics Assistance</p> <ul style="list-style-type: none"> - Support on GE Korea marketing activities in all phases from preparation to execution - Translate materials required for marketing and business development activities
Qualification/ Desired	<ul style="list-style-type: none"> -Excellent analytical, interpersonal, communication and organization skills - High proficiency level in MS Office (PowerPoint, Excel, Word) - Proficiency in English communication (both verbal and written) - Consulting work experience desired - Focus on high standard data accuracy and timeliness
근무지	서울시 강남구 논현동

<PA/Communication 분야>

25. Healthcare-Communication

Project / Assignment	<ul style="list-style-type: none"> - Assist communications events including townhall - Translate communications materials - Lead and manage 1~2 communications projects - Weekly newsclipping for healthcare industry news - Support on-going communications activities
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Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: Open - Strong interpersonal, communication skills - Computer skills (MS PowerPoint, Excel, Word) - Fluent English/Korean in both verbal and written. - Experiences in Communications at school or other internship
근무지	서울시 강남구 논현동

26. Corporate-PR/Communication

27. Project / Assignment	<p>Provide support for GE external communications content and story Industry and technology research to prepare background and overview -Translate press releases for Korean media to address GE news, and for global GE to keep updated about GE Korea's news -Translate materials for GE brochure, leaflet, homepage, internal and external notice, etc. Help maintain internal communications systems Ceate GE Korea newsletter and newsflash using internal GE tool Support to plan and develop Social media and Digital Communication Strategy Gather and Develop GE Korea Business Story for multi-digital media (Blog, website, and SNS) Monitor articles on social media and research social media trend Support to plan and update GE Korea website and upload GE news</p> <p>Provide support in organizing and facilitating external/internal events (i.e. GE Day Korea) Help administrative works to manage collaterals, RSVP, etc.</p>
Qualification/ Desired	<ul style="list-style-type: none"> - Fluent English in verbal and written - Strong interpersonal and communication skills - Computer skills (Adobe Photoshop or relevant, MS PowerPoint, Excel, Word) - Social Media and digital Tools (Facebook, Twitter, Blog, video editing) - Proactive attitude and Team player
근무지	경기도 성남시 분당구 대왕판교로 712 글로벌 R&D 센터

< Sales 분야 >

27. Healthcare-HCIT - Commercial Sales Support

Project / Assignment	<ul style="list-style-type: none"> - AP / AR support - IPP / SSP / HRP / Invoice Process Support. - KYC / supplier Workflow support - Contractor(계약서) Management. - Process support - Communication with Sales / Finance team - Program cost support. - Academy & event support. - HC-IT Market Research support - Make a Promotion Plan
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: Open - Strong interpersonal, communication skills - Computer skills (MS PowerPoint, Excel, Word) - Fluent English in both verbal and written.
근무지	서울시 강남구 논현동

28. Healthcare-KAM - Commercial Sales Support

Project / Assignment	<ul style="list-style-type: none"> - Support data which is for enterprise deal - Arrange meeting - Disease centeric approach project - Internal communication for delivering message - Developing marketing story
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: Open - Strong interpersonal, communication skills - Computer skills (MS PowerPoint, Excel, Word) - Fluent English in both verbal and written. - HR related certificate
근무지	서울시 강남구 논현동

29. Healthcare-LCS - Commercial Sales Support

Project / Assignment	<ul style="list-style-type: none"> - LCS operation Process (included a new tools) - Market vsibility project - Plan and Monitoring 2013 NPI Proect launcing - Support to VSD product
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: Open - Strong interpersonal, communication skills - Computer skills (MS PowerPoint, Excel, Word) - Fluent English in both verbal and written. - Analytical skill and condept
근무지	서울시 강남구 논현동

30. Oil & Gas-Sales Support 및 Coordination

Project / Assignment	<ul style="list-style-type: none"> - RFQ management - Analyze RFQ's and report to the Sales team 영업팀에 Summary 보고 - Monitor RFQ Commercial progress - Report quotation status for the commercial team - Support documentation - Update customer list periodically in salesforce.com - Overseas visitor's reception and coordination - Product brochure update for local customers
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: Engineering degree preferred - Strong interpersonal, communication skills - Computer skills (MS PowerPoint, Excel, Word) - Fluent English in both verbal and written. - Engineering related certificate
근무지	경기도 성남시 분당구 대왕판교로 712 글로벌 R&D 센터

31. Power & Water - Sales/ Comm Ops support (2명)

Project / Assignment	<ul style="list-style-type: none"> - Manage and assist TX projects and issue resolutions with customers at site - Support improving outage process - Coordinate and manage invoice transaction process - Interface with senior engineers to get feedback of field progress - Support finding out technical solution. - Communicate and coordinate outage milestone progress
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Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: Mechanical Engineering or Electrical Engineering - Strong interpersonal, communication skills - Computer skills (MS PowerPoint, Excel, Word) - Fluent English in both verbal and written.
근무지	경기도 성남시 분당구 대왕판교로 712 글로벌 R&D 센터

32. Healthcare - EHS

Project / Assignment	<ul style="list-style-type: none"> - Maintain all required records and documentation - Own or actively participate in one or more Environmental Health & Safety(EHS) Framework Element - Post and maintain all required notices on EHS bulletin boards - Conduct worker studies in order to prevent instances of disease or illness in job-related functions
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: Occupational and environmental safety and health if available - Strong interpersonal, communication skills - Computer skills (MS PowerPoint, Excel, Word) - Demonstrated written in English - HR related certificate
근무지	서울시 강남구 논현동

<지원부서>

33. Healthcare - Lean Six Sigma

Project / Assignment	<ul style="list-style-type: none"> - Manage and assist on Lean Six Sigma projects on requirement - Support on Lean Six Sigma project Documentation - Support on SFDC Maintenance & phase II projects - Support Commercial Training documentation - Support SFE(Sales Force Effectiveness) data analysis
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: Open - Strong interpersonal, communication skills - Computer skills (MS PowerPoint, Excel, Word) - Fluent English in both verbal and written. - HR related certificate
근무지	서울시 강남구 논현동

34. Healthcare - Medical Affairs

Project / Assignment	<ul style="list-style-type: none"> - Assist and manage on clinical research (PMS, IIT, ISS, SIT) - literature search for medical information queries and literature review - manage customer calls, provide medical information response to customer
Qualification/ Desired	<ul style="list-style-type: none"> - Preferred University: Open - Preferred Major: Open - Strong interpersonal, communication skills - Computer skills (MS PowerPoint, Excel, Word) - Fluent English in both verbal and written.
근무지	서울시 강남구 논현동

35. Corpportae-IT - Techbar (2명)

Project / Assignment	<ul style="list-style-type: none"> - Support & Assist IT Client Services - Process enhancement development - Develop & Support user trainings - Analyze several different collaboration opportunities. - Meet with different functional and/or business units to identify several collaboration opportunities based on IT pain-points - Analyze several opportunities and prioritise based upon business impact, cost, implementation time line - implement and complete the project within allocated time frame with help of the mentor
Qualification/ Desired	<ul style="list-style-type: none"> - Strong interpersonal, communication and project management skills - Technical optitude (technical or science major) with strong computer skills. - Fluent in English and Korean - Positive mindset toward issue resolution and user support
근무지	서울시 강남구 논현동