



- Emart America.
 - 웹사이트: <http://www.emartcompany.com/en/main.do>
 - 위치: Cypress, CA
 - 설립년도: 1993 년
 - 직원 수: 10,001+ employees

Korea's first hypermarket, EMART, has rapidly grown as a major shopping destination for daily consumer goods, beginning with its first store in Changdong. The number of EMART stores exceeded 100 when it acquired Wal-Mart Korea in 2006. Currently, we operate 157 domestic stores (including EMART Traders, as of 2017). Overseas, we operate 1 store in Vietnam, open 2 store in Mongolia through a franchise agreement and plan to grow our global operations with entering into overseas markets in U.S

1. 인턴십 포지션: 인사총무부팀 인턴
2. 직무 내용:
 - a. Work on and support key employee life cycle processes such as new starters, data management, absence management, transfers and leavers
 - b. Maintain the accuracy of information and key changes as and when necessary and by deadlines as required (for example leavers, address changes etc.)
 - c. Generate and administer documents based on given frameworks and participation guidelines
 - d. Understand processes and program regulations and the way they have been translated into existing technical government
 - e. Maintain, manage and regularly audit all electronic personnel processes
 - f. Communicate effectively both verbally and in written form with employees to explain and resolve queries and concerns. This could be via email, phone and chat/instant messaging
 - g. Planning for corporate events, computer setting, security system, monthly stock, and property management.

3. 급여: 시급 \$12(인터뷰 후 결정)
4. 근무시간: 40h/week
5. 자격 요건:
 - a. Bachelor's degree Preferred
 - b. Experience in Office Administrator is preferred
 - c. Strong organizational and communication skills
 - d. Word, Excel, Power Point, Outlook
 - e. Bilingual (fluent both in Korean and English language preferred)