

**Job Title:** Commercial program Coordinator, AP

**Immediate Supervisor:** Marketing Program manager, AP

**Position Summary:** This position is responsible for coordinating and executing commercial marketing activities.

**Principle Duties and Responsibilities:**

Coordinate commercial writing and documentation, contents management

- marketing collateral/contents creation and delivery
- Coordinate key product launch program
- Documentation for events, alignment meetings
- Create reports and share

**Qualifications**

- Native in English (especially in writing) \*MUST
- Writing and Reading Mandarin is preferred
- Translation between Korean to English, Mandarin to English is preferred.
- Strong organizational skills to manage multiple tasks

**Educational Requirements:**

Preferred college education in English literature, Translation is preferred.