

채 용 공 고

Volkswagen Financial Services Korea **Consumer Protection&Legal team Associate**

Company Information

Volkswagen Financial Services”는 독일법인인 Volkswagen Financial Services AG 자회사의 통합 브랜드명이며, 폭스바겐파이낸셜서비스코리아 주식회사는 Finance, Leasing, Mobility 서비스를 제공하고, 보험대리점인 폭스바겐인슈어런스서비스코리아 주식회사는 Insurance 서비스를 제공하고 있습니다.

Job Description

[Support on corporate governance matters]

- Support in preparing for meetings of BOD(Board of Directors), shareholders by drafting meeting minutes and coordinating schedules of participants
- Organize and maintain corporate documents (e.g. Articles Of Incorporation, meeting minutes, original contracts with 3rd parties, litigation documents, business certificates, etc.) in filing systems, both paper and electronic
- Initial review of contracts with 3rd parties

[Support on management of external legal consultants]

- Timely update the legal expense tracker and process payments of legal expenses
- Organize and maintain external legal opinions and internal legal advices for development and management of legal database
- Support on the communication and coordination with the external law firms

[Cooperation with requests from other departments and external authorities]

- Coordinate data requests and notices from FSS(Financial Supervisory Service) with relevant business departments under supervision of the department head
- Handle data requests or simple inquiries from other business departments under supervision
- Participate in simple projects led or driven by other business departments under supervision

[Others]

- Perform other required tasks requested by the department head (e.g. legal researches, proofreading legal documents, drafting documents, etc.)
- Leading training level projects or participating in projects led by the department head

Job Requirements

- 기졸업자 혹은 2023년 2월 졸업예정자(Full-time 근무 및 즉시 입사 가능한 인원)
- 법학 관련 전공자
- 비즈니스 영어 가능자
- 법무부서 관련 업무 경험자 우대
- MS Office 중급 활용 가능자

Additional Information

- ✓ 전형방법: 1차 서류전형 / 2차 면접전형
- 서류/면접 전형은 합격자에 한하여 별도로 연락을 드립니다.
- ✓ 제출서류: 국/영문 이력서, 국문 자기소개서
- 각종 증빙서류는 서류전형합격자에 한해 추후 제출
- ✓ 접수 방법: 이메일 kr.recruit@vwfs.com
- ✓ 마감일: 11월 20일(일) 마감이나 채용 상황에 따라 조기 마감될 수 있음

2022 년 11 월 14 일

폭스바겐파이낸셜서비스코리아(주)