

## **Sales Intern/G (신입, 인턴기간 6 개월) - LLKR**

### **[LEGOLAND Korea Resort]**

LEGOLAND® Korea Resort 는 아름다운 호반의 도시 춘천에 2022 년 봄 개장한 한국 최초의 글로벌 테마파크로, 온가족이 함께 즐길 수 있는 최고의 Family Destination 입니다.

LEGO® 브릭으로 지어진 40 여개의 놀이기구와 어트랙션, 쇼는 물론, 15,000 개의 LEGO® 모델 전시 뿐만아니라 각기 다른 LEGO® 테마의 154 개 객실을 갖춘 LEGO® 호텔로 구성된 LEGOLAND® Korea Resort 는 모든 방문객에게 매일 경험해도 질리지 않을 최고의 'LEGO®' 경험을 선사합니다.

LEGOLAND Korea Resort 공식 홈페이지 : <https://www.legoland.kr/>

LEGOLAND Korea Resort Facebook Page :  
<https://www.facebook.com/LEGOLANDKoreaResort>

LEGOLAND Korea Resort Linkedin Page : <https://www.linkedin.com/company/legoland-korea-resort>

### **[Position] Sales Intern (신입, 인턴기간 6 개월)**

[HR Talk]

LEGOLAND® Korea Resort , Sales & Marketing 부서에서 Sales Intern 을 담당해 주실분을 채용합니다. 호텔 및 리조트 등에 근무에 관심이 있고 다양한 국가 직원들과 영어 Communication 이 발생하는 외국계 기업에서 경력을 쌓고자 하는 분을 선호합니다. 인바운드 그룹 관리, 학교 단체 등 Sales 에 관심이 있거나 경험이 있으신 분들의 지원을 기다리오니 자세한 사항은아래의 Job Description 을 참고해 주시기 바랍니다.

### **Key Objective:**

- Provide support to the Head of Sales for LLKR and Team

- Group sales support : School Groups, Inbound Groups and possible Corporate Buy-Out Groups
- Manage and take responsibility for queries raised by customers through to effective resolution and escalating to Sales Managers or Operations Team as appropriate
- Establish an effective reporting process to deliver Key Performance Indicators for the Sales Team and work with the Head of Sales to oversee the production of monitoring reports for the Sales Team
- Ad-Hoc desktop research as requested to support sales meetings
- Distribute point of sale collateral and merchandise materials in a timely and cost effective way
- Facilitate the distribution of marketing materials to customers and organize promotional events and roadshows to promote products
- Book participation in all trade fairs and events when approved in domestic market and overseas for the trade team
- Organization of team events and client entertaining
- Manage set up with finance of new partners onto system
- Collaborate with internal teams including IT, Finance, Admissions and Accesso Merchandising to ensure sales processes are in place, on-time and operating smoothly for trade channels
- Work closely with key stakeholders across allocated attractions to ensure ticket set-ups are fulfilled correctly and that any reported client /customer booking issues are quickly resolved
- Manage the annual trade rates process
- Be the gatekeeper of trade contracts
- Produce concise minutes/actions at all appropriate meetings and distribute to the team
- Undertake any other reasonable duties appropriate to the role as business needs require.

### **Scope and Responsibilities:**

Working as a key partner to the appointed Trade Sales Team. Providing full administrative and Group sales support, analyzing and providing accurate information to the team and customers for both park tickets whilst ensuring an efficient and effective sales process and service. In order to make a success of this role you will be a master at

handling a variety of tasks at once, anticipate and act on the needs of the team as and when they arise and eventually becoming the lynchpin of the trade team.

**Background and Experience:**

- Creative problem-solver, strong interpersonal skills and willingness to take the initiative
- Previous support / administrative experience essential
- Strong computer literacy including Microsoft Office and knowledge
- High standard of written and verbal communication skills with excellent attention to detail
- Good time management and prioritization skills
- Flexible and adaptable with a strong team ethic and 'can-do' attitude
- Korean and Business English to fluent standard

**Education:**

- Bachelor's degree preferred.

**Work Environment:**

- Various inside and outside locations with varying temperatures and floor surfaces.
- Exposed to wet and/or humid conditions
- Mainly working in LLKR HQ, located in Chuncheon, Gangwon
- Relocation to Chuncheon recommended

**Other Requirements:**

- Maintaining honesty and integrity with superior, subordinates and guests

- Must be willing to work flexible hours, including evenings and weekends to support park operations.

### **Safety:**

Managers are responsible for all aspects of Health, Safety & Security within their department, in line with the Group Policy (HS001). In particular, they must ensure that risk assessments have been carried out, that safe working procedures are in place for all work activities and that all employees under their management are aware of the Group Health, Safety and Security Policy and their obligations under it. They must ensure that safe working practices are monitored, and that risk assessments and procedures are reviewed regularly. Where incidents do occur, they must ensure that they are investigated appropriately and that where necessary, corrective action is taken to ensure that such incidents are not repeated

### [지원시 유의사항]

‘채용 절차의 공정화의 관한 법률(이하 채용절차법)’에 의거하여,

- 1) 자격증, 학위 등 증빙자료는 추후 요청 시 제출하게 됩니다.
- 2) 이력서에 주민등록번호, 가족사항 등의 개인정보를 기재하지 마시기 바랍니다.

\*당사는 ‘채용절차법’에 의거, 채용 과정 중 업무와 무관한 일체의 개인신상정보를 묻거나 요구하지 않습니다. \*

### [채용일정]

2023.02.13 ~ 채용 시 마감

(\*서류 제출 순으로 검토되며 빠르게 채용이 마감될 수 있습니다.)

[지원방법]

국영문 이력서를 한 파일로 통합하여(PDF 등) Linkedin 내 지원하기를 통해 지원

[채용과정]

서류전형 -> 채용담당자 인터뷰 -> AI 인터뷰 -> Business 인터뷰 -> 평판조회

(상황에 따라 인터뷰 절차가 추가 및 변경될 수 있습니다.)

[채용담당자]

송상훈, HR Business Partner / Recruiting Manager