

# OPEN POSITIONS

Dept	Open Position	Responsibilities	Work place	Remark
BMW Aftersales	AS Strategy & Planning	BMW/MINI 프리미엄서비스를 위한 전략수립 및 보고서 작성 업무 보조	서울	운전면허증 필수
	Business Development Aftersales	BMW/MINI 프리미엄서비스를 위한 서비스 마케팅 및 판매 업무 보조		운전면허증 필수
	Customer Care	BMW/MINI 프리미엄서비스를 위한 딜러십 지원 및 고객 케어 업무 보조		운전면허증 필수
	Technical Service	BMW/MINI 프리미엄 서비스를 위한 데이터 수집 및 분석 업무 보조		운전면허증 필수
	Special Processes	BMW/MINI 프리미엄서비스를 위한 정부 보고 및 분석 업무 보조		운전면허증 필수
	Warranty	BMW/MINI 프리미엄서비스를 위한 클레임 분석 및 리포트 작성 업무 지원		
	Regional Distribution Center	BMW/MINI 프리미엄 서비스를 위한 부품 흐름 분석 및 각 포지션별 업무 보조	경기 (안성)	운전면허증 필수
BMW Marketing	Product Management BMW	BMW 차량 및 디지털 제품 전략수립을 위한 경쟁 시장 환경 분석, 고객 디지털 경험 만족도 증진을 위한 관리 및 분석 업무 보조	서울	
	Marketing Services and Customer Interaction	CRM 전략 기반 Customer Lifecycle Management 업무 지원 및 데이터 관리, BMW Vantage 운영 지원 및 지표 관리		
	Brand Communication BMW, Brand Experience	BMW 고객 유치와 인지도 상승을 위한 브랜드, 마케팅 커뮤니케이션, 이벤트, 리테일 마케팅 지원 업무 보조		
BMW Finance	Controlling	BMW Korea 예산 및 실적 관리에 대한 업무 보조		
	Accounting	BMW Korea 수입과 지출에 관한 회계 업무 및 결산, 자금지출 및 운용 업무 보조		
Sales	Sales Planning and Operations, Sales Steering BMW	BMW Korea 판매 목표 달성을 위한 전략수립 및 세일즈 플래닝 업무 보조		
	UC Management, Corporate & Special Sales	BMW 법인 영업 차량, 공식인증 중고차 판매 및 지원금 업무 보조		
	Network Development & Performance Management	BMW 판매 증가를 위한 네트워크 채널 개발, 딜러 성과 모니터링 업무 보조		
	BMW I, Enabling eMobility	BMW Korea 온라인 세일즈, 충전 인프라 기획 및 오퍼레이션 업무 보조		
	BMW Luxury Class, BMW M & BMW ALPINA	BMW Luxury Class, BMW M & BMW ALPINA 오퍼레이션 업무 보조		
MINI	MINI Marketing	MINI 마케팅 업무 보조		
	MINI Sales	MINI Sales 오퍼레이션 및 플래닝 업무 보조		



# OPEN POSITIONS

Dept	Open Position	Responsibilities	Work place	Remark
BMW Motorrad	Motorrad Aftersales	BMW Motorrad Aftersales & Dealer Development 업무 보조	서울	
	Motorrad Marketing	BMW Motorrad Marketing 업무 보조		
	Motorrad Sales	BMW Motorrad Sales 업무 보조		
R&D Center	Technology Office	BMW Group 차량, 부품, 서비스, 디지털제품을 개선하기 위한 New technology scanning, Scouting and Screening 보조	서울	
	Homologation	BMW 제품 출시 전 신차인증 절차지원		운전면허증 필수
	*Product Development & Testing	BMW 제품 출시 전 차량 인증 및 코딩을 활용한 SW, HW 부품 검증 유지 업무 보조		운전면허증 필수
	R&D Test Center / Test Management	시험 차량 계획 및 관리, R&D Center 관련 문서 작성, 시험 분석 및 프로세스 개선	인천 (청라)	
Purchasing		BMW Korea 에 필요한 물품/서비스 구매업무 (시장조사,입찰,가격협상, 계약체결 등) 지원 및 공급사 정보 관리	서울	
Human Resources		BMW Korea 임직원들의 근무 환경 개선 및 전반적인 채용 업무 보조		
International Purchasing Office		BMW 에 필요한 한국 자동차 협력사 발굴 및 서포트, 부품 품질 확보 업무 보조		
Corporate Communications		BMW Korea 기업 이미지 및 브랜드 가치 제고를 위한 미디어 커뮤니케이션 업무 보조		
IT		BMW Korea 시스템 운영 및 관리, 테스트 및 검증, 데이터 분석을 통한 결과 도출 업무 보조		
Future Fund		BMW 미래재단의 핵심 사업과 SNS 운영 및 관리 업무 보조		
*Rolls-Royce		Rolls-Royce 고객 맞춤형 프로젝트 및 고급 고객경험 지원을 위한 운영 업무 보조	서울 (잠실)	2차 인터뷰 진행

\*해당 부서들은 전형 중 과제가 진행될 예정입니다. (대상자에 한하여 개별 안내 예정)

# JOB DESCRIPTION & QUALIFICATION

## Aftersales

<b>Open Position</b>	AS Strategy & Planning
<b>About the Team</b>	The Aftersales Strategy & Planning team is responsible for planning and steering the entire Customer Support function, setting targets and driving target achievement as a central function. We also define and coordinate the market's strategic initiatives and measures in collaboration with the Central.
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Aftersales report(turnovers, margin, KPIs, etc.) supporting role with daily basis</li> <li>• Management of daily / monthly based aftersales factsheet. (incl. daily turnover report, monthly sales report for both wholesale &amp; retail based)</li> <li>• Analysis of various business related data</li> <li>• General administrative supports including payment request support</li> </ul>
<b>Job Qualification</b>	<ul style="list-style-type: none"> <li>• Multi-tasking capabilities</li> <li>• Able to utilize MS Excel formulas.</li> </ul>

<b>Open Position</b>	Business Development Aftersales
<b>About the Team</b>	The Business Development Aftersales team is responsible for BMW/MINI parts and service programs with marketing, product, and sales strategy and steering. We guide part sales strategy and execution across products and programs, and boost customer retention and engagement through loyalty initiatives. We lead digital service implementations to enhance convenience and oversee the Proactive Care branding campaign for a seamless customer journey.
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Support AS marketing activities (CRM, campaign, promotion, event, etc.)</li> <li>• Service market research, online monitoring</li> <li>• Monthly KPI reporting support</li> <li>• Team meeting/workshop organization</li> <li>• Monthly cost settlement operation support</li> </ul>
<b>Job Qualification</b>	<ul style="list-style-type: none"> <li>• Passion, Willingness &amp; Positive attitude</li> </ul>

<b>Open Position</b>	Customer Care
<b>About the Team</b>	The Customer Care team is responsible for managing customer complaints related to new car sales and aftersales to maintain satisfaction and ensure legal compliance. We ensure MVMA (Motor Vehicle Management Act) , Lemon Law compliance and operate the Early Warning System (EWS) to safeguard customer satisfaction. We analyze issues raised by customers and dealers, implement solid solutions, and work proactively with relevant departments to mitigate possible risks.
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Support for the evidence documents checking of customer care compensation cases</li> <li>• Printing of evidence documents and support for the CC audit</li> <li>• Monthly/quarterly CC reporting support</li> <li>• Team meeting minutes &amp; workshop organization support</li> <li>• Data analysis &amp; MS-office support of various customer care related data</li> </ul>
<b>Job Qualification</b>	<ul style="list-style-type: none"> <li>• Passion, Willingness &amp; Positive attitude</li> </ul>

# JOB DESCRIPTION & QUALIFICATION

## Aftersales

<b>Open Position</b>	<b>Technical Service</b>
<b>About the Team</b>	The Technical Service team is responsible for technical support and AG escalation regarding product quality. We develop and implement digitized CS workshop service systems. We focus on major projects such as new product service readiness, proactive care system implementation, and workshop efficiency improvement.
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Test vehicle and team related technical/data handling operation support</li> <li>• IAP LumpSum data gathering and report creation</li> <li>• Technical data gathering, system upload and Market Community related survey support</li> <li>• Monthly PR/PO operation support</li> <li>• Analysis of vehicle data, TC related document, and market Recall trend support</li> <li>• Regular government report operation support</li> </ul>
<b>Job Qualification</b>	<ul style="list-style-type: none"> <li>• Data analytical skill and logical thinking</li> </ul>

<b>Open Position</b>	<b>Special Processes</b>
<b>About the Team</b>	The Special Processes team is responsible for handling official communication with government and reporting related to Customer Support department. Primary duties include collecting statistical data and submitting reports to government authorities such as MoLIT and KATRI. Compliance with the Automotive Management Act is ensured through accurate and timely reporting.
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Monthly PR/PO operation support</li> <li>• Analysis of vehicle data and Technical Campaign document preparation support</li> <li>• Monitoring Recall trend in Korean market</li> <li>• Regular government report operation support</li> <li>• Government event support (xEV Fire Fighter training)</li> </ul>
<b>Job Qualification</b>	<ul style="list-style-type: none"> <li>• Proactive attitude &amp; Data analytical skill with a strong responsibility</li> </ul>

<b>Open Position</b>	<b>Warranty</b>
<b>About the Team</b>	The Warranty team is responsible for delivering proper warranty service and optimizing customer satisfaction. We conduct precise warranty and goodwill planning and budgeting to secure dealer stability and the company's fiscal soundness. We manage warranty and goodwill processes in accordance with the law and internal guidelines, and conduct dealer audits to maintain transparent warranty operations.
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Claim management and Reporting operation support</li> <li>• Sorry activity and FMP coupon settlement</li> <li>• New car sales package registration</li> <li>• EoWC campaign creation</li> <li>• Monthly PR/PO operation support</li> </ul>
<b>Job Qualification</b>	<ul style="list-style-type: none"> <li>• Proactive attitude and Data analytical skill (MS office)</li> </ul>

# JOB DESCRIPTION & QUALIFICATION

## Aftersales

<b>Open Position</b>	Regional Distribution Center
<b>About the Team</b>	The Regional Distribution Center team aims to be proactive in ensuring on-time parts supply aligned with the Aftersales business strategy and the final customer's needs. Our main scope of work includes parts logistics and homologation.
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• RDC Parts backorder and fast-moving parts analysis reporting and Monthly KPI reporting support</li> <li>• Documentation of parts/chemical parts testing and MSDS</li> <li>• Parts scrapping process support</li> <li>• Inbound FCL/AIR schedule monitoring</li> <li>• Team meeting/3PL meeting/chemical compliance summit facilitation</li> <li>• Monthly PR/PO operation support</li> </ul>
<b>Job Qualification</b>	<ul style="list-style-type: none"> <li>• <b>Available work to Anseong</b></li> <li>• Multi-tasking capabilities, detailed and logical work habit and thinking</li> <li>• Excellent communication skills</li> </ul>

## Marketing

<b>Open Position</b>	Product Management BMW
<b>About the Team</b>	The Product Management team is responsible for product configuration and pricing across all BMW products, including digital offerings in Korea. We support both sales and brand by positioning BMW products to be the most competitive and attractive for Korean customers.
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Support management of BMW ConnectedDrive digital products and services</li> <li>• Collaborate with technical and cross-functional teams to oversee the CIC, addressing customer inquiries, troubleshooting, and managing tickets for ConnectedDrive products, services, and features</li> <li>• Conduct market research on local OEM products, pricing, and offer structures to support strategic planning and product development</li> <li>• Analyze competitive trends, gather insights to improve offerings, and assist in preparing reports and presentations on product performance</li> </ul>
<b>Job Qualification</b>	<ul style="list-style-type: none"> <li>• Internship experience preferred</li> </ul>

<b>Open Position</b>	Marketing Services and Customer Interaction
<b>About the Team</b>	The Marketing Services and Customer Interaction team develops and implements customized CRM communication strategies through customer data analysis. We develop and manage digitalization strategies and technologies to strengthen customer relationships, including membership programs and CRM system operation. We increase brand loyalty through customer satisfaction research and feedback management and contribute to sales by executing data-driven sales funnel management.
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Customer lifecycle management and engagement activity operation, dialogue marketing support, voice of customer operation</li> <li>• BMW Vantage service and customer benefit operation support, KPIs management</li> </ul>
<b>Job Qualification</b>	<ul style="list-style-type: none"> <li>• Proactive attitude and logical thinking</li> </ul>

# JOB DESCRIPTION & QUALIFICATION

## Marketing

Open Position	Brand Communication BMW, Brand Experience
About the Team	The Brand Communication BMW, Brand Experience team drives brand and marketing strategy and the seamless customer journey across all touchpoints. We manage funnel development and implementation, including budget control and timing aligned with the marketing strategy. We also provide marketing materials, coordinate CI governance, and ensure a standardized brand presence across all channels, including dealers.
Job Description	<ul style="list-style-type: none"> <li>Marketing communication support (brand monitor, marketing campaign, sales literature)</li> <li>Digital marketing support (websites, social media, My BMW Apps, online sales)</li> <li>Experiential &amp; retail marketing support(event prep &amp; onsite support, dealer marketing activities monitoring, dealer conference organization)</li> </ul>
Job Qualification	<ul style="list-style-type: none"> <li>BMW Products Awareness</li> </ul>

## Finance

Open Position	Controlling
About the Team	The Controlling team is responsible for Financial Planning & Analysis, including budget planning and forecasting. We also handle profit and cost steering and analyze dealer finance reports to guide decision making. Additionally, we support dealer profit steering to optimize financial performance.
Job Description	<ul style="list-style-type: none"> <li>ISO 9001 re-certification support</li> <li>Support Profit / Cost planning</li> <li>Dealer finance report consolidation</li> <li>Management report consolidation</li> <li>Sales allowance(Motorrad) review</li> </ul>
Job Qualification	<ul style="list-style-type: none"> <li>Proactive attitude, logical thinking and excellent communication skills</li> </ul>

Open Position	Accounting
About the Team	The Accounting team is responsible for recording and managing the company's financial transactions and for preparing financial statements, such as the income statement and balance sheet. It handles tax reporting and payments, manages cash flow and expenses to maintain financial stability, and ensures compliance with accounting standards and regulations. External audits are managed by the team as well.
Job Description	<ul style="list-style-type: none"> <li>Support PO posting and monthly claim(Overhead) review-Basic role for account payable and overhead.</li> <li>Posting Purchase Order(SAP)</li> <li>Monthly expense claim review(Concur)</li> <li>Document arrangement</li> </ul>
Job Qualification	<ul style="list-style-type: none"> <li>Basic Accounting Knowledge</li> </ul>

# JOB DESCRIPTION & QUALIFICATION

## Sales

<b>Open Position</b>	<b>Sales Planning and Operations, Sales Steering BMW</b>
<b>About the Team</b>	The Sales Planning and Operations, Sales Steering BMW Team is responsible for planning and steering new cars sales and production volumes across all regions and channels, and for accurate volume reporting to HQ using central tools. It manages ordering, invoicing, logistics steering, and stock management, including stock level monitoring and NSC-based dealer allocations. Our team also performs market analysis, provides field-force support, and develops sales promotions and allowances in coordination with cross-functional teams.
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Process dealer invoice and stock transfer among dealers</li> <li>• Make wholesale report and electronic invoices report daily</li> <li>• Support Demo and other vehicle operation (documents and data upload)</li> <li>• Automotive market monitoring and analysis (Global/Korea)</li> </ul>
<b>Job Qualification</b>	<ul style="list-style-type: none"> <li>• Good to have experience in retail sales industry</li> </ul>

<b>Open Position</b>	<b>UC Management, Corporate &amp; Special Sales</b>
<b>About the Team</b>	The UC Business, Corporate and Special Sales team is responsible for managing and steering the BMW & MINI UC business (including BPS and MINI Next), Retail Corporate Sales (fleet, rental, and business customers), and Direct & Special Sales (US Military, diplomats, hotel shuttle, and government sales. Our team also operates event shuttle cars and monitors overall quality KPIs for retail sales.
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Manage the business data and analysis of sales performance and circumstance</li> <li>• Manage qualitative and quantitative dealer business KPI dashboard</li> <li>• Monitor dealer bonus program achievement status and dealer daily contract status</li> <li>• Monthly and weekly dealer sales performance data report summary</li> </ul>
<b>Job Qualification</b>	<ul style="list-style-type: none"> <li>• Good to have experience in retail sales industry</li> </ul>

<b>Open Position</b>	<b>Network Development &amp; Performance Management</b>
<b>About the Team</b>	The Network Development & Performance Management team is responsible for planning and implementing changes to elevate the retail environment by developing a retail strategy, continuously monitoring performance, and seizing opportunities for improvement, in line with BMW Group's retail standards. We focus on optimizing network performance, identifying gaps, and driving initiatives to enhance efficiency and customer experience.
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Dealer performance monitoring &amp; reporting (incl. Bonus scheme set up)</li> <li>• Various dealer meeting preparation</li> <li>• Developing performance KPI monitoring tool</li> <li>• Int / Ext communication for various topic (Target, Achievement, Network, etc)</li> </ul>
<b>Job Qualification</b>	<ul style="list-style-type: none"> <li>• Basic automobile business knowledge</li> </ul>

# JOB DESCRIPTION & QUALIFICATION

## Sales

Open Position	BMW i, Enabling eMobility
About the Team	The BMW i, Enabling eMobility team is responsible for steering BMW BEV sales and initiating all measures based on the premium BEV strategy. We focus on expanding the brand charging ecosystem and enhancing the customer BEV experience through BEV memberships. We enable omni-channel retail via online sales platforms to foster seamless customer purchase journeys.
Job Description	<ul style="list-style-type: none"> <li>• BMW Digital Commerce planning and data analysis</li> <li>• BMW Digital Commerce UI/UX planning and operation support</li> <li>• BMW E-Mobility (BEV, Charging and Digital Commerce) industry research support</li> <li>• BEV Membership operation support</li> </ul>
Job Qualification	<ul style="list-style-type: none"> <li>• Major in Business</li> </ul>

Open Position	BMW Luxury Class, BMW M & BMW ALPINA
About the Team	The BMW Luxury Class, BMW M & BMW ALPINA team drives the brand's top-tier portfolio with a focus on excellence and performance. We develop key areas such as sales performance, product strategy, launch management, and customer experience initiatives to define the luxury and premium segment. We strengthen BMW's prestige by delivering exceptional experiences to discerning customers, set KPI targets for the GKL & M portfolio across all channels, and ensure the highest standards of luxury and sales performance.
Job Description	<ul style="list-style-type: none"> <li>• GKL &amp; M weekly order bank / register / transaction price / edition sales status update</li> <li>• Regular BMW Individual order production status check via IVS-R</li> <li>• GEN M Privilege: monthly M Welcome Gift delivery status check</li> <li>• BMW Luxury Class &amp; BMW M competitor analysis</li> <li>• BMW Luxury Class &amp; BMW M monthly sales closing data consolidation</li> <li>• BMW Luxury Class dealer data consolidation</li> <li>• BMW ALPINA Launch Management support</li> <li>• Team general administrative support</li> </ul>
Job Qualification	<ul style="list-style-type: none"> <li>• Proactive attitude, logical thinking and excellent communication skills</li> <li>• Passion, Willingness &amp; Positive attitude</li> <li>• Multi-tasking capabilities</li> <li>• Able to utilize MS Excel formulas.</li> </ul>

## MINI

Open Position	MINI Sales
About the Team	The MINI Sales team is responsible for orchestrating market activities to achieve MINI's objectives in sales volume, profitability, and customer satisfaction. We manage dealer-level targets, including turnover, retail costs, and contribution margins, as part of MINI's brand function. We also develop and deploy sales allowances and promotions and set demo/showroom policies to steer performance in the sales area.
Job Description	<ul style="list-style-type: none"> <li>• Invoice wholesales to dealers and stock transfer among dealers in system</li> <li>• Make wholesale/retail report and electronic invoices report daily.</li> <li>• Review sales allowance</li> <li>• Support for online sales contracts, stocks and dealer communication</li> <li>• Comprehensive verification of all submitted dealer-provided supporting documents (sales allowances, loyalty, influencers, target incentives, etc.) and dealer communications</li> </ul>
Job Qualification	<ul style="list-style-type: none"> <li>• General understanding of Automotive industry and sales</li> <li>• Precise on numeric task and Excellent communication skills</li> </ul>



# JOB DESCRIPTION & QUALIFICATION

## MINI

Open Position	MINI Marketing
About the Team	<p>The MINI Marketing team develops the MINI brand strategy and strengthens communication across media, digital, experiential, CRM, and retail channels. We manage the funnel, partnerships, sponsorships, and community engagement. We also handle the MINI product strategy, pricing and options planning, MINI ConnectedDrive, order management and online sales support, and market intelligence.</p>
Job Description	<ul style="list-style-type: none"> <li>• Retail Marketing and Lead management support</li> <li>• SNS Daily Operation and Editorial Contents Generation</li> <li>• Website Management Operation</li> <li>• Vantage System Operation</li> <li>• Configurator system launch test support</li> <li>• Experiential Marketing Support - Group Motor show, Flea market, JCW Challenge, MINI Go-Kart day</li> <li>• Logistics for marketing and settlement</li> <li>• General Administration / Dealer Marketing Communication Support</li> <li>• CRM communication - 1 on 1 customer comm. and engagement activity operation</li> <li>• Product Order check</li> <li>• Market research for auto-industry intelligence</li> </ul>
Job Qualification	<ul style="list-style-type: none"> <li>• Familiar with Digital Communications</li> <li>• Communication Skills with external partners</li> </ul>

## Motorrad

Open Position	Motorrad(Aftersales)
About the Team	<p>The Motorrad aftersales team is responsible for ensuring lasting customer satisfaction and sustainable dealer business performance. Our business covers every stage after a motorcycle is delivered to customers, and it's from service and warranty management to BMW Motorrad Genuine parts and motorcycle equipment. We focus on operational excellence, financial performance, and customer care to maintain the premium value of BMW Motorcycle.</p>
Job Description	<ul style="list-style-type: none"> <li>• Support parts wholesale monthly closing and aftersales KPIs analysis.</li> <li>• Support parts pricing &amp; stock analysis report</li> <li>• Support parts homologation</li> <li>• Support payment process (PDI, 1000km inspection and warranty, Parts &amp; Service campaign)</li> <li>• Support for monthly report related to authorities</li> <li>• Proceed with sending parts to Germany and coordinate dealer parts-pickup schedule)</li> <li>• Technical Action completion monitoring</li> <li>• Dealer support for the requested vehicle information(registration date, vehicle documentation, etc)</li> <li>• Support dealer finance KPI report</li> <li>• Update dealer contacts regularly</li> </ul>
Job Qualification	<ul style="list-style-type: none"> <li>• Interest in motorcycle/luxury items preferred</li> </ul>

# JOB DESCRIPTION & QUALIFICATION

## Motorrad

Open Position	Motorrad(Marketing)
About the Team	<p>The Motorrad marketing team is responsible for all consumer facing brand and communication actions to manage the brand funnel from awareness up to conversion, covering brand management, marketing strategy &amp; plans, marketing budget management, through-the-line planning and actions, retail marketing and CRM.</p>
Job Description	<ul style="list-style-type: none"> <li>• Support marketing demo motorcycle management in planning, registration and sales</li> <li>• Manage and maintain marketing demo motorcycle : marketing events, influencers &amp; celebrities, PPL, etc.</li> <li>• Website management support : contents update, 404 management, etc.</li> <li>• Event support : event logistics, on-site support, etc.</li> <li>• Dealer marketing support</li> <li>• Marketing content support : advertisement, website, sales literature, POP, etc.</li> <li>• CRM activity support : data processing and monitoring / lead consolidation and cascading</li> <li>• Marketing monthly closing support (PR/PO process)</li> <li>• Marketing administration</li> </ul>
Job Qualification	<ul style="list-style-type: none"> <li>• Interest in motorcycle/luxury items preferred</li> </ul>

Open Position	Motorrad(Sales)
About the Team	<p>Motorrad(sales) team is responsible for leading the premium motorcycle market with attractive products and sales strategies. Our team develops sales strategies through market, customer, and competitive analysis, and implement product and pricing strategies for new model introductions, while also ensuring overall operational excellence.</p>
Job Description	<ul style="list-style-type: none"> <li>• Monitoring sales status by daily basis</li> <li>• Monitoring and clipping market trend and news</li> <li>• Support of preparing &amp; distribution of bike registration documents</li> <li>• Support on reviewing sales promotion documents &amp; sales related documents</li> <li>• Support for Incoming and B/L handling</li> <li>• Support regular market research on competitors regarding P&amp;A pricing and promotions (Desktop Research)</li> <li>• P&amp;A various report(stock management, Dealer KPI) supporting role with daily basis</li> <li>• Update contact info of dealer personnel</li> <li>• Support monthly dealer P&amp;L and performance report based on related data</li> <li>• Office administration</li> <li>• G&amp;G Preorder Operation - master file creation, order creation</li> </ul>
Job Qualification	<ul style="list-style-type: none"> <li>• Interest in motorcycle/luxury items preferred</li> </ul>

# JOB DESCRIPTION & QUALIFICATION

## R&D Center

<b>Open Position</b>	Technology Office
<b>About the Team</b>	The Technology Office team is responsible for identifying new technologies and trends to influence and shape the future of mobility. As a think tank, we focus on BMW vehicles and related ecosystems (Energy, Mobility, Digital), as well as innovation processes and new business models for the BMW Group globally.
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Technology and trend research, scanning, scouting and screening</li> <li>• Project management support</li> <li>• Documentations and document management of department activities. (News clipping, Government new policies, etc.)</li> <li>• Department activity support</li> </ul>
<b>Job Qualification</b>	<ul style="list-style-type: none"> <li>• Accurate &amp; precise documentation</li> <li>• Fast learning skill</li> <li>• High level of interest in new technologies and comfortable to learn new technologies</li> </ul>

<b>Open Position</b>	Homologation
<b>About the Team</b>	The Homologation is in charge of Whole Vehicle Type Approval for Korean Market. We do not only homologate vehicle to make successful market launch but also secure our product compliant. We are also taking care of Regulation Requirements, Reporting to Authorities, Conducting tests and etc.
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Data input support for homologation application</li> <li>• Document Retention</li> <li>• Support R&amp;D study project with information gathering &amp; data analysis</li> <li>• Department activity support</li> </ul>
<b>Job Qualification</b>	<ul style="list-style-type: none"> <li>• Accurate &amp; precise documentation</li> <li>• Comfortable to learn new applications(programs)</li> </ul>

<b>Open Position</b>	Product Development & Testing
<b>About the Team</b>	The Product Development & Testing team is responsible for series-development of BMW vehicles with their products, functions and services. It includes development activities and the quality ensurance related testing for the successful launch in the Korea market.
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Supporting maintenance of test equipment SW and HW (Fast learning skill needed to utilize the internal dev tools)</li> <li>• Testing and Validating the in-development prototype S/W, H/W, related applications, and tools (intermediate coding skill needed. Python preferred)</li> <li>• Documentations and document management of department activities (such as test cases, test reports, and new processes)</li> <li>• Good communication skill needed (fluent in Korea and English)</li> <li>• Department assistant support (Advanced MS Office skills needed)</li> <li>• Able to commute on their own &amp; work flexible between H.Q. and Test-Center in D.C.</li> <li>• Must have a valid driver license and be comfortable with vehicle operations</li> </ul>
<b>Job Qualification</b>	<ul style="list-style-type: none"> <li>• Accurate &amp; precise documentation</li> <li>• Comfortable to learn new applications(programs)</li> </ul>

# JOB DESCRIPTION & QUALIFICATION

## R&D Center

Open Position	R&D Test Center / Test Management
About the Team	The R&D Test Center / Test Management team is responsible for defining the current and future R&D testing strategy and coordinating testing efforts with stakeholders. We steer external testing service providers and oversees R&D Center operations to ensure effective test management.
Job Description	<ul style="list-style-type: none"> <li>• Test platform (test rack, test cars and test devices) status update - Support R&amp;D center relevant documentation (technical and process manuals on Confluence page)</li> <li>• BPA (Business Process Analysis) support - test management process set up based on BMW Group standard</li> <li>• Support the development of dashboards and visualization tools to present test results</li> <li>• Department activity support</li> <li>• Programming and coding skills</li> </ul>
Job Qualification	<ul style="list-style-type: none"> <li>• <b>Available to work in Incheon (Cheongna)</b></li> <li>• Accurate &amp; precise documentation</li> <li>• Comfortable to learn new applications(programs)</li> </ul>

## Purchasing

Open Position	Purchasing
About the Team	The Purchasing Team identifies and contracts with optimal suppliers to support the company's business activities. Based on fair and transparent supplier selection, we seek the most suitable partners for our company and serve as a bridge between internal and external stakeholders.
Job Description	<ul style="list-style-type: none"> <li>• Purchasing transaction : PR/PO/Frame Contract creation</li> <li>• Vendor master data creation/change/management</li> <li>• Support buyer's Bidding project</li> <li>• Support team's administrative tasks</li> </ul>

## Human Resources

Open Position	Human Resources
About the Team	The HR team is dedicated to fostering a positive workplace culture and supporting employee development. We focus on attracting top talent, enhancing employee engagement, and ensuring compliance with labor regulations to drive organizational success.
Job Description	<ul style="list-style-type: none"> <li>• Managing regular recruitment for the BMW Korea Internship</li> <li>• Supporting HR operation including On/Off-boarding processes</li> <li>• Researching / analyzing HR trends</li> </ul>
Job Qualification	<ul style="list-style-type: none"> <li>• HR-related experience preferred</li> <li>• Analytical thinking &amp; excellent communication skill</li> <li>• Proactive attitude</li> </ul>



# JOB DESCRIPTION & QUALIFICATION

## IPO

Open Position	International Purchasing Office
About the Team	The International Purchasing Office team is crucial for sourcing key automotive parts from Korean suppliers. Beyond procurement, we closely monitors and evaluates supplier quality to ensure every component meets the high standards from BMW.
Job Description	<ul style="list-style-type: none"><li>Assistance in developing supplier sourcing strategies and identifying optimal vendors</li><li>Supporting quality management and procurement process during business trips in Korea</li><li>Conducting Market analysis and news clipping about automotive industry trends with global colleagues</li><li>Coordination, communication, and presentation skills needed (both Korean and English)</li></ul>
Job Qualification	<ul style="list-style-type: none"><li>General understanding of Automotive industry</li></ul>

## Rolls-Royce

Open Position	Rolls-Royce
About the Team	The Rolls-Royce team is responsible for engaging directly with clients and dealer partners across multiple markets, curating Bespoke experiences and guiding them through the commissioning of highly personalized Rolls-Royce motor cars. Beyond cars, we design exclusive journeys, artistic collaborations, and cultural initiatives that connect the Rolls-Royce brand with the diverse tastes and lifestyles of APAC clients.
Job Description	<ul style="list-style-type: none"><li>Assist with weekly and monthly orders for hospitality items and fresh flowers from local vendors</li><li>Manage payment processing and documentation for vendors and suppliers</li><li>Track bespoke samples (leather, veneers, materials) for client commissions and support customs clearance processes as needed</li><li>Provide general administration and facility support, including inventory tracking and upkeep of the Private Office</li><li>Manage client bookings and coordinate closely with dealers to align client visit schedules</li><li>Provide on-site visit support</li><li>Ensuring the Private Office environment is clean, well-presented, and brand-appropriate</li><li>Greeting clients upon arrival and guiding them from the main entrance or parking area to the Private Office (access support)</li><li>Serving refreshments and assisting with hospitality during visits</li><li>Supporting fleet car arrangements and coordination for client transfers</li></ul>
Job Qualification	<ul style="list-style-type: none"><li>Proactive attitude and excellent communication skills</li></ul>

# JOB DESCRIPTION & QUALIFICATION

## Corporate Communications

Open Position	Corporate Communications
About the Team	The Corporate Communication team is responsible for enhancing the brand's image and value through media communications. We primarily handle media relations, event, press release and press fleet operations.
Job Description	<ul style="list-style-type: none"> <li>• Daily Media Monitoring (News, Community, SNS..)</li> <li>• Weekly Media Coverage Analysis (BMW, MINI, Competitors, Industry.)</li> <li>• Support for the operation of test drive vehicles (BMW, MINI, MOTORRAD)</li> <li>• Support for the operation of digital communication (Naver blog, BMW Pressclub Korea, Intranet.)</li> <li>• Support for the operation of media events (Product Launching, Test Drive, Brand event, Golf tournament.)</li> </ul>
Job Qualification	<ul style="list-style-type: none"> <li>• Experience in PR/MKT activities on campus or in external programs</li> </ul>

## IT

Open Position	IT
About the Team	The IT team is collaborating with NSC KR with a vision of 'Digital Leadership for Sustainable Growth'. We also focus on 'Business enabler', 'Operational Excellence' and 'Digital Transformer' as main business KPIs with 5 structured area like NSC business / Dealer business / Customer experience / Infrastructure / Data analytics.
Job Description	<ul style="list-style-type: none"> <li>• Project management support</li> <li>• IT system test &amp; Infrastructure support</li> <li>• Creating IT Newsletter</li> <li>• Confluence/Jira support</li> <li>• Documentation support (Eng/Kor)</li> <li>• Admin &amp; Development tasks</li> <li>• Audit/ISO support</li> <li>• Testing &amp; Validation</li> </ul>
Job Qualification	<ul style="list-style-type: none"> <li>• Understanding of agile methodology (Scrum/Kanban)</li> <li>• Excellent communication skills</li> <li>• Open mindset</li> </ul>

## Future Fund

Open Position	Future Fund
About the Team	The Future Fund team is responsible for implementing and communicating BMW Korea's commitment to social responsibility. We lead diverse social Contribution programs that support sustainable growth, environmental leadership, global talent development, and a culture of giving.
Job Description	<ul style="list-style-type: none"> <li>• Support the Future Fund core businesses, especially administrative work</li> <li>• Assist Instagram, Website, blog contents production aligned with current trends</li> <li>• Support various events with BMW Group Korea (ex. Motor Show, etc.)</li> <li>• Future Fund donation list review</li> <li>• Daily CSR Media Monitoring(News, SNS.)</li> </ul>
Job Qualification	<ul style="list-style-type: none"> <li>• Understanding and Interests of CSR(Corporate Social Responsibility)</li> <li>• Experiences or Knowledges related to social value creation activities, especially in education and environment fields are highly preferred</li> <li>• Writing and design skills are preferred</li> </ul>