

ARE YOU MORGAN STANLEY?



Opportunity in Firm Management

Morgan Stanley is a global financial services firm with leading market positions. The quality and breadth of Morgan Stanley's financial services, such as underwriting, sales and trading, capital raising, and mergers and acquisitions, are highly regarded internationally.

Morgan Stanley is now looking to hire a full-time position at Firm Management Division in Seoul.

POSITION TITLE

Admin Assistant

JOB DESCRIPTION

- Acting as the liaison between Firm Management and other parts of the Firm and division
- Coordinate internal and external meetings
- Prepare and submit all expense reports on a timely basis
- Miscellaneous support: plan and coordinate firm events
- Arrange business travel logistics
- Liaise with PR agency and HK corporate communication team when needed

QUALIFICATIONS

- 0 – 3 year work experience
- Ability to handle multiple tasks
- Strong communication skill
- Ability to work well independently as well as together with a team
- Fluent oral & written communication skills both in English & Korean
- Ability to interface well with all levels of employees in a highly professional and friendly manner

APPLICATION PROCESS

Student must apply online at www.morganstanley.com/careers

Search for the job number 3122638 under Experience Professionals

Only Short-listed candidates will be contacted for interviews. 보훈대상자는 관련법령에 의거하여 우대합니다.