

Administrative and Coordination Associate with Korean language skills

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Tasks

- Translating between Hungarian and Korean (e.g. HR documents, corporate guidelines)
- Supporting Korean colleagues with administrative tasks
- Assisting payroll processes, preparing HR reports
- Organizing trainings that directly contribute to the growth of your colleagues

Expectations

- Communicate confidently in both Hungarian and Korean
- Have at least a secondary education degree
- Are precise, reliable, and a strong communicator
- Are confident in using MS Office tools

Preference

- Speak English as well
- Have prior experience in a similar field – but if not, don't worry, we'll provide full support!

Co offer

- Long-term stability – a secure and reliable workplace

- Flexibility – working hours that fit your lifestyle
- Financial rewards – cafeteria package, 13th-month salary, and quarterly fixed bonuses
- Convenient commuting – full public transport pass reimbursement or mileage allowance (30 HUF/km)
- Growth opportunities – professional support, trainings, and new skills development

Other

- Location: Környe

Data protection

[Adatvédelmi tájékoztató](#)