



## **Local Student Assistant Job Description**

The Trade Council of Denmark, Taipei (TC Taipei) is looking for one local student assistant (intern) to participate as an integral part of the daily work in organization. Please see below for the job details:

### **(1) Qualification:**

- Currently a full-time graduate student studying in Taiwan
- Strong learning and analytic skills
- A team player with can-do attitude
- Strong English and Chinese skills, native Chinese language skill is preferred
- Good graphic/layout design skills is a plus

### **(2) Job description and main responsibility:**

Your tasks as an intern/assistant will vary from project to project, but the scope of work typically including:

- desk research and field study on industry information and government regulations,
- draft summary of findings from the research,
- translation of English documents to Chinese or from Chinese to English
- support team for event preparation, participate in exhibitions and fairs, etc.

You will be mainly working within sectors in relation to food & agriculture, energy and environment, healthcare & life science, ICT, circular economy, etc.

### **(3) Working hours per week: 15 hours per week**

TC Taipei may require you to vary the pattern of your working hours if required on a temporary basis should the needs of the post require this (for example, urgent meetings, calls, contact with customers or external bodies etc.).

### **(4) Work place:**



Your work base will be at TC Taipei's office. However, you are allowed to work remotely when:

1) before you pass the security check, which is conducted by the Ministry of Foreign Affairs Denmark; and 2) mutually agreed on working remotely.

The office location is Suite 1207, 12F., No. 205, Tun-Hua North Road, Songshan District, Taipei City.

- (5) TC Taipei business hours: 9:00 to 17:30 from Monday to Friday.
- (6) Monthly Salary: NTD 9.600. National Health Insurance and the Labour Insurance will not be covered.
- (7) Your intern placement will be for a flexible period of 12 months. If all goes well and the business is progressing well, there is the possibility to extend the internship. These opportunities will be discussed with you towards the end of the placement.
- (8) For those who are interested in applying for this position, please kindly send your English CV to: [tpehkt@um.dk](mailto:tpehkt@um.dk) no later than May 28<sup>th</sup>, 2021.

### **Introduction of The Trade Council of Denmark, Taipei**

The Trade Council is the governmental export and investment promotion organisation under the Ministry of Foreign Affairs of Denmark. The organisation comprises all governmental activities designed to promote Danish export and foreign investment in Denmark under one roof.

The Taipei Office consists of a small but dedicated team of 7 employees. The team is a mix of Danish and Taiwanese trade officers, providing industrial and company specific commercial counselling.