



**MINISTRY OF FOREIGN AFFAIRS
OF DENMARK**
The Trade Council of Denmark, Taipei



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WE ARE HIRING!
ARE YOU OUR NEW LOCAL STUDENT ASSISTANT?

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 integrated part of the daily work in its 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 are 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. but will also be providing support to our activities aiming to attract Taiwanese investments to Denmark, just as you will be providing support to office administration and consular related matter.

(3) Working hours per week: 20 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) In certain circumstances when working remotely is mutually agreed.

The office location is 13th Floor, No. 1, Songgao Road, Xinyi Dist., Taipei City 110404, Taiwan.

(5) TC Taipei business hours: 9:00 to 17:30 from Monday to Friday.

(6) Monthly gross salary: NTD 18,000 - National Health Insurance and the Labour Insurance included.



- (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) Passing security check by Danish authorities and providing a Taiwanese Police Certificate will be absolute requirements for employment.
- (9) For those who are interested in applying for this position, please kindly send your English application and CV to: tpehkt@um.dk no later than Feb 22nd, 2026. In-person interviews will be scheduled the first week of March.

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.