



Local Student Assistant Job Description

The Trade Council of Denmark, Taipei (TC Taipei) consists of a small but dedicated team of 8 employees, including the director, 2 Danish interns and other local staff. The team is a mix of Danish and Taiwanese commercial officers, providing industrial and company specific commercial counselling as well as the general consular services for the Danish citizens who live in Taiwan at the moment and for those who are planning to go to Denmark in the near future.

Currently, TC Taipei is looking for two local student assistants (interns) to participate as an integral part of the daily work in the Trade Office, promoting international relations between Danish and Taiwanese businesses. Please see below for the job details:

(1) Job description and main responsibility:

Your tasks as an intern/assistant will vary from project to project, but will typically include desk and field research, meeting planning, preparation of offers and market reports, partner searches, research and preparation for and participation in fairs, event management and joint promotions.

You will be working within the following sectors:

- Food and Agriculture (mainly)
- Energy and Environment (mainly)
- Healthcare and Life Science
- ICT and Innovation
- Fashion, Design and Retail

(2) Working hours per week: Your expected working hours will be 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.).



- (3) Venue for working: your work base will be TC Taipei's office in principle. 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) mutual agreed on working remotely. The office location is Suite 1207, 12F., No. 205, Tun-Hua North Road, Songshan District, Taipei City.
- (4) TC Taipei business hours: 9:00 to 17:30 from Monday to Friday.
- (5) Monthly Salary: NTD 9.000. National Health Insurance and the Labour Insurance will not be covered.
- (6) 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.
- (7) Master degree is preferred and having graphic/layout design skills is a plus.
- (8) For those who are interested in applying for this position, please kindly send your English CV to: tpehkt@um.dk no later than May 15th, 2020. Thank you.