

國立臺北商業大學<進修學制>企業徵才公告表

*工商企業登記前請先參閱說明事項

11101 更新版

日期 Date		2022 年 03 月 22 日 yyyy/mm/dd		營業(或統一)證號 EIN / Uniform Number		(必填) 77536305				
機構名稱 Company Name		法國工商學		連絡人 Contact Man	廖小姐			電話 TEL.	2721-7579 轉 27	
機構地址 Company Address		郵遞區號 北市松山區復興北路 段 巷 弄 17 號 14 樓 3 室								
工作說明 Job Description	職稱 Title	行政總務助理								
	工作內容 Job content	請見附件 (在下方)								
	上班時間 Working hours	9:00 至 18:00		薪資待遇(必填) salary		☒ 月薪 Month ☐ 日薪 day ☐ 時薪 hours		至 To		☐ 有經驗 ☐ 無經驗 ☒ 皆可
	其它說明 Other Inf.	是否依能力調薪 ☐ 是 ☒ 固定薪								
求才條件 Condition	系別 Department	☒ 不拘 夜二技 ☐ 會資 ☐ 財金 ☐ 財稅 ☐ 商務 ☐ 企管 ☐ 資管 應外 夜四技 ☐ 會資 ☐ 財金 ☐ 商務 ☐ 企管 ☐ 資管 夜二專 企管 應外							☒ 男 ☒ 女 人數: 1 人	
	其它說明 Other Inf.	請見附件 (在下方)								
應徵事宜 Application preparation	截止日期 Deadline	於公佈日期 15 天左右		應徵方式 Application method		☐ 1. 電話洽詢 ☐ 2. 逕寄資料 ☒ 3. E-mail				
	需備資料 Prepare data	☒ 學生證 ☒ 簡歷表 ☐ 成績單 ☒ 中/英自傳 ☐ 退伍影印本 ☐ 其它 _____								
	其它事項 Other Inf.									

說明事項

一、本校就業輔導有下列單位，請按工作性質找相關單位處理(總機電話：02-3322-2777 再轉各單位)。

學 制	類 別	學 齡	承辦單位	聯絡時間	聯絡方式	備 註
進修部二專 二技、四技	夜間部在校生	19 歲以上	學務處 進修部	14:00-21:00	聯絡電話 總機轉 6245、6252	進修學制學生 上課時間為 18:30 起
日間部五專、 二技、四技	日間部在校生 校友	15-20 歲	研發處 就輔組	企業直接上本校「實習就業 e 化平台」 進行『企業註冊』、『職缺刊登』 http://get.ntub.edu.tw/		

二、本表專供徵求進修學制在校生就業用，可影印重覆使用。

或 e-mail 至進修學制企業徵才專屬信箱：nnboss@ntub.edu.tw

三、本校進修學制學生利用晚間到校修課，約 90% 以上同學都已具有工作經驗，故每月待遇建議最低起薪資為 26000 元起，時薪 175 元起，日薪 1600 元起，請企業於找進修學制學生之際多加斟酌，謝謝合作！

四、企業機關徵才時請檢附營利事業登記證、開業證照或法人登記證等相關證件影本。

Position: Office Assistant - 6 months Internship

Potential permanent contract after 6 months of internship.

About CCIFT:

The Chamber of Commerce and Industry France Taiwan (CCIFT), created in 1991, is a non-profit organization registered under the Department of Social Welfare of Taipei City Government. The CCIFT belongs to the worldwide network of French Chambers of Commerce and Industry Overseas (CCI France International), which consists of 126 Chambers in 95 countries and represents more than 35,000 companies.

The CCIFT specializes in business services to large companies as well as Small and Medium Enterprises (SMEs). Our members are mostly, but not all, French-invested companies. They represent all industry sectors, ranging from commodity trading to high-end technology and services. Any international-minded company wishing to be part of the CCIFT business community is welcome to enroll.

What we do:

The main purpose of the CCIFT is to develop relations between its members and the Taiwanese businesses community, facilitate and support trade and investment between France and Taiwan, by focusing on efficient networking and a wide range of business services.

Our Mission:

- To represent and bring together our members' business community in Taiwan and contribute to its development.
- To be the place of choice for the French economic community to meet and share experiences, ideas, seek advice, services, contacts, and find stimulation to grow.
- To provide assistance, advice and services to the French companies willing to export to or set up in Taiwan as well as to the Taiwanese companies willing to develop their activities in France.
- In coordination with other French organizations (CCEF French Trade Commission, etc.), we are recognized as a French Organization for local economic contacts between France and Taiwan.

Your mission as an Office Assistant:**➤ General Administration Tasks (30%)**

- Phone answering & forwarding
- Incoming and outgoing mailing distribution
- Meeting room booking assistance
- Payroll and accounting follow up for clients
- Document Management and Archiving
- CRM data entry

- **Accounting (30%)**
 - General accounting/bookkeeping tasks
 - Invoice preparation
 - Payment request preparation
 - Petty cash management
 - Monthly report preparation
 - CRM data entry
- **Business Center Management (two locations) (35%)**
 - Front desk reception
 - Office supplies and inventory management
 - Equipment maintenance and repair (supplier management)
 - Business center notice/announcement distribution
 - Quotation inquiry by project
 - CRM data entry
- **Supporting Function (5%)**
 - Event, communication and other activities support

*Your attendance may be required in some evenings or weekends to participate in special events.

Compensation & Benefits:

- TWD 28,000 / Month or TWD 175/Hour
- Social Insurance coverage
- 4 days paid leaves

Direct Support line: Administration Manager

Skills and Requirements:

- High flexibility to work on multi task assignments & fast learning
- Positive attitude, target and problem solving oriented
- Patient, details oriented and well organized
- Autonomous, independent yet team player spirits
- Strong written and verbal communication skills in business oriented environment (Native in Mandarin Chinese, Advanced English required)
- Familiar with MS Office
- Student or fresh graduated preferred

Working Hour: Monday to Friday from 9H00 to 18H00 (3 days minimum per week working days are negotiable)

If you are interested and fit with the requirements, please send your ENGLISH CV to:
Mathilde LIAO at admin@ccift.org.tw