

招募僱員公告

駐洛杉磯辦事處擬招募行政工作僱員乙名：

- * 具有美國國籍或合法居留及工作身分。
- * 具團隊工作精神。
- * 精熟英文書信、新聞稿及演講稿等之撰擬。
- * 嫻熟電腦英文輸入、WORD 及 EXCEL 文書軟體操作。
- * 具備國際關係學歷、國際事務工作經驗及(或)中文溝通能力者尤佳。
- * 履歷表請述明薪資待遇期望。

意者請備中、英文履歷、美國護照(或綠卡)影本及照片各乙份於 **2017 年 7 月 21 日** 前郵寄至 3731 Wilshire Blvd., Suite 700, Los Angeles, CA 90010 或電郵至 info@tecola.org (ATTN: Personnel Affairs, 請註明應徵僱員)。

Employment Opportunity

Full-time Employee for administrative matters at the Taipei Economic and Cultural Office in Los Angeles

Qualifications :

- * United States citizenship, permanent residence, or legal work permit required.
- * Teamwork spirit required.
- * Proficient in English
- * Excellent skills in drafting English letter, press release, official speech, etc. and proficient in MS Word and Excel
- * Applicants with international relations academic, professional background and/or Mandarin speaking skills are preferred.
- * Salary and benefits expectations specified in resume.

Interested applicants should send a Chinese and English resume, a copy of valid US passport or Green card, and a passport size photo before **July 21** ,

2017 to the Taipei Economic and Cultural Office (Address: 3731 Wilshire Blvd., Suite 700, Los Angeles, CA 90010) or email to info@tecola.org (ATTN: Personnel Affairs).