



兼職工讀生工作機會

瑞士商務辦事處是瑞士政府外派單位，目前在徵工讀生協助辦事處於台北國際書展的攤位及瑞士兒童讀物的講座。
書展為期六天，在信義區的世貿大樓內舉行。

6/2 (四) 10:00-20:00

6/3 (五) 10:00-22:00

6/4 (六) 10:00-22:00

6/5 (日) 10:00-20:00

6/6 (一) 10:00-20:00

6/7 (二) 10:00-20:00

工作採輪班制。書展前需要受訓 1-1.5 小時

待遇: \$200 時薪

基本條件:

- 精通英語或法語或德語
- 須具備良好的溝通及應變能力
- 主動與參觀者和出版商互動

工作內容:

- 管理瑞士書展攤位 (每日擺排和整理成列的書籍、保持展位整齊)
- 協助參觀者操作平板，觀看數位內容
- 向參觀者和出版商介紹瑞士參展書籍
- 協助瑞士兒童讀物講座前置作業及進行
- 協助出版商填寫聯繫表格
- 拍攝瑞士攤位和講座照片
- 遵循「參展商指南」中的規則和條例
- 根據指示協助攤位相其他關的事宜。

工作採輪班制，但須至少能工作四天以上再申請。

請在 4 月 27 日之前將您的履歷和一段簡短的自我介紹寄到 swisstosi@gmail.com，郵件主題 TiBE，並在郵件中註明可工作的日期及時間。

Temporary part-time job opportunity

Trade Office of Swiss Industries, a foreign representation in Taipei, is looking for temporary part-time staff who can assist with Swiss booth and relevant event(s) at the 2022 Taipei International Book Exhibition.

The Exhibition will take place in the World Trade Center in Xinyi District.

Thurs, June 2 10:00-20:00
Fri, June 3 10:00-22:00
Sat, June 4 10 :00-22 :00
Sun, June 5 10 :00-20 :00
Mon, June 6 10 :00-20 :00
Tues, June 7 10 :00-20 :00

A training session about 1.5 hour will be required prior to the Exhibition

Pay: \$200/ hr

Basic Qualifications:

- Fluency in both Mandarin and English or German or French
- Proactive in engaging visitors
- Quick learner with excellent communication skills

Job Descriptions:

- Manage the Swiss booth (maintain tidiness, set-up and take down books on shelves & other items on display)
- Assist visitors in operating on the tablet to view digital content
- Introduce Swiss literature to visitors and publishers
- Assist in setting up event(s) on the international stage
- Assist interested publishers in filling out contact forms
- Assist visitors when necessary
- Take photos of the Swiss booth & relevant event(s)
- Follow "Rules and Regulations" stated in the "Guide for Exhibitors"
- Other tasks as directed

Please send your resume and a short paragraph about yourself by April 27th to swisstosi@gmail.com with the subject: TiBE part-time job. Please note we are looking for candidates who are available at least 4 days out of the 6 days of the Exhibition. Please also indicate your availability in the email.