



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.