

Job Opportunity: Internship Position (Paid, Negotiable) at Our Office

Company Name: Taipei Representative Office, Bratislava

Position: Intern

Location: Mostova 2, Stare Mesto, Bratislava

Internship Period: October 2nd, 2023, to November 8th, 2023 (5 weeks)

We are seeking dynamic and motivated interns to join our team and assist us with trade negotiations and internal tasks. If you have an interest in trade, business development, and the global market, this is an excellent learning opportunity for you.

Responsibilities include:

Assisting with phone calls to contact Slovak companies

Assisting in the preparation and participation of trade negotiation meetings

Helping to organize and maintain documents

Executing various internal company tasks

We expect you to have:

Proactive and effective communication skills

English Proficiency: B1-2

Basic knowledge of business concepts

Strong organizational and time management abilities

Basic computer skills (e.g., Microsoft Office)

Strong teamwork skills

Interns will receive:

Compensation for the duration of the internship (salary negotiable)

Hands-on experience in company trade negotiations and business development

Opportunities for learning and growth

If you are interested in this opportunity, please send your resume and a cover letter to slovakia@sa.moea.gov.tw, with the subject line "Internship Application - [Your Name]." We look forward to working with you and embarking on this exciting internship journey together!

Application Deadline: Please submit your application by **September 30**.