



EMPLOYMENT OFFER



ODYSSEUS

Position	Executive Administrative and Business Assistant Part-Time position
Description	<p>ODYSSEUS Space, a young startup from Tainan dedicated to Space activities in Taiwan and in Europe, is looking for an Executive Administrative and business assistant to work collaboratively with a young, international and talented team.</p> <p>The office is conveniently located in Tainan city downtown.</p> <p>The Assistant needs to be responsible and to show initiative and self-planning capabilities when performing a variety of critical tasks.</p> <p>Duties of the Executive Assistant include:</p> <ul style="list-style-type: none">- Providing support to our managers and employees when interfacing with Taiwan administration and customers.- Managing our company's general administrative activities- Coordinate reporting activities on some government projects.- In addition to these activities, the opportunity will be given to support business development activities within Taiwan and the Asian Region. <p>As a young growing startup which just opened a branch in Europe, ODYSSEUS can offer fast career development opportunities to the candidate.</p>
Monthly Salary	Basis of 16,000 NTD per month for 20 hours per week. To be negotiated.
Office Address	台南市東區東寧路 508 號 6 樓
Required Skills	<ul style="list-style-type: none">- Good English Skills- Excellent written and communication skills- Strong organizational skills to handle multiple tasks simultaneously- Good knowledge of Microsoft Office- Excellent time management and ability to handle work according to priorities- Careful and problem -solving- Bachelor's degree
Nice to have	<ul style="list-style-type: none">- Experience as an administrative assistant- Experience with public funding- Experience in Accounting- Experience in Sales
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