

BELGIAN OFFICE TAIPEI

NOTICE OF A JOB VACANCY

The Belgian Office, Taipei (BOT) represents Belgian interests in Taiwan, delivers visas for visitors to Belgium and provides administrative and consular services for Belgian nationals. See also <http://taipei.diplomatie.belgium.be>.

BOT is looking to recruit a suitable candidate to fill a full-time position as a **Multi skilled administrative operative principally active in the consular field.**

Job description:

- Reception duties: person to person contact/phone/mail/post
- Management of the office's Social media accounts and website
- Providing proper answers to users' questions
- Support for the post's public diplomacy activities, including visual and external communication
- Administrative tasks: updating of databases, archive management, official letters, invitations, legalization of documents, translations
- Backup for personal assistants director and deputy director
- Any other relevant task in view of the proper functioning of the post
- Number of Working hour: 37.5 Hs/week (Monday-Friday)

What we ask for:

- Social and flexible personality with good communication and organization skills
- Teamwork and adaptability in an international environment
- Bachelor Degree as minimum education requirement
- Relevant experience in an international working environment
- Relevant experience in an administrative environment
- Excellent command (native) in written and spoken Mandarin Chinese as well as excellent proficiency in English (written/spoken)
- French and/or Dutch is a plus
- Strong IT skills (Office suite, Social media, web editing)

What we offer:

- An attractive monthly salary and benefits
- A job position in a small international team
- Possible training during working hours (e.g. language, etc.)
- Statutory insurance and pension programs
- additional group insurance

Interested candidates should send their application with CV and references to celine.lee@diplobel.fed.be. No applications will be accepted after April 4th.