Internship Opportunities 2019

The British Office in Taipei is part of a worldwide network of 230 UK government’ offices, representing the UK interests overseas. We maintain and develop relations between the UK and Taiwan. We are pleased to announce that we are offering 2 internship opportunities for students who wish to gain experiences before they enter the workforce at Tech Team, Department for International Trade.

Job Title: Tech Team Intern

Department: Department for International Trade
- Placement 1: ICT & Smart Cities Team
- Placement 2: Finance and Healthcare Team

Main duties and responsibilities:
- Administration work & database management
- Translation & Desk research
- Event preparation and onsite support

Type of students desired:
Undergraduate students or postgraduate students majoring in business, trade, engineering, finance, life science, marketing or English language, with designated sector knowledge/experience preferred.
- Strong IT skills – Microsoft Office, Survey and video editing tools.
- Excellent spoken and written English and Chinese.

Compensation: We request the intern students to come in and work in the office 2 days a week during the internship. Subsidised transportation fee of NT$200 will be granted for each of the working day.

Duration: 10 months. The expected starting date would be mid of June.

How to apply:
Please email us your English CV with a covering letter to techteamdittaipei@gmail.com. Please note your preferred internship placement in the subject line.

- Placement 1: ICT & Smart Cities Team
- Placement 2: Finance and Healthcare Team
The deadline for this application is **Monday 13\(^{\text{th}}\) May.**

Please note that only those candidates who are successful in the initial selection will be contacted and invited to attend an interview. The interview will be conducted in English.