

## Specialist

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Company: TÜV Rheinland

Location: Taiwan

Category: other-general

Date Posted:

## Specialist

### General information

Location

Taipei

Type of contract

Permanent

Full Time

Occupational field

Business & Administration

Job-ID

6290

### Job Responsibilities

Understand the subject, analysis and double check work/request before sending them to Managing Director (MD)

Proactively plan, check and arrange visits, schedules with internal and external parties

Maintain clear communication channel with all department heads and support MD with communication when needed

Stay on top of the organizational news and changes

Maintain MD office admin work

Support other department or projects as necessary and when requested by MD

Conduct research and prepare presentations or reports as assigned

Attend meetings and keep minutes

Maintain MD's agenda and assist in planning appointments, meetings, conferences etc

### **Job Requirements**

Work smartly and efficiently by utilising modern/digitalised tools available in the company

Able to work in fast pace environment

Proficient in MS Office and back office software (. ERP)

Familiarity with basic research methods and reporting techniques

Excellent organizational and time management skills

Outstanding communication and negotiation abilities

Adhere to integrity and confidentiality

Professional English and Mandarin level (read, write and speak)

Problem solving ability

Work in well organize and systematic fashion

Bachelor degree or above

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