

Taipei Office Administrator

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Company: Canonical

Location: Taiwan

Category: other-general

Canonical is a leading provider of open source software and operating systems to the global enterprise and technology markets. Our platform, Ubuntu, is very widely used in breakthrough enterprise initiatives such as public cloud, data science, AI, engineering innovation and IoT. Our customers include the world's leading public cloud and silicon providers, and industry leaders in many sectors. The company is a pioneer of global distributed collaboration, with + colleagues in 70+ countries and very few roles based in offices. Teams meet two to four times yearly in person, in interesting locations around the world, to align on strategy and execution.

The company is founder led, profitable and growing. We are hiring **Taipei Office Administrators with excellent English** to take responsibility for the success of our Taipei office and hardware certification lab. Our new office and briefing centre in Minsheng will be complete in August and we are excited to have a world-class presentation, meeting and briefing space for customers, colleagues and partners. Our hardware certification lab is up and running in Xizhi District and serves as the critical infrastructure for our relationships with Dell, HP, Lenovo, ASUS, Mediatek, ARM, Intel and other partners.

Our office administrators are part of our global corporate operations team which covers business services, travel and logistics, events, expense management and administration. We look for positive team players who are self-driven and results oriented, with excellent attention to detail. The best candidates show that they are forward planners, reliable and determined, and keen to assume responsibility for projects, processes and policy. We are a unique global business, so we are not looking for candidates with extensive experience so

much as excellent organisers and communicators who are keen to develop skills and strive for continuous improvement.

Location These are office-based roles based in Taipei. Our briefing centre is in Minsheng. Our hardware certification lab is in Xizhi District.

What your day will look like

Create a professional, positive and welcoming environment for colleagues and guests

Proactive management of front-of-house, meeting rooms and desk space

Clerical, administrative and logistical tasks such as ordering supplies, office equipment, and processing invoices

What we are looking for

Excellent academic results at school

Excellent spoken and written English skills

Responsible and accountable

Self-awareness and thoughtfulness

Ability to travel up to twice a year for company events of up to two weeks duration

Ability to learn new technology and software quickly

What we offer you

We consider geographical location, experience, and performance in shaping compensation worldwide. We revisit compensation annually (and more often for graduates and associates) to ensure we recognise outstanding performance. In addition to base pay, we offer a performance-driven annual bonus. We provide all team members with additional benefits, which reflect our values and ideals. We balance our programs to meet local needs and ensure fairness globally.

Personal learning and development budget of USD 2, per year

Annual compensation review

Recognition rewards

Annual holiday leave

Maternity and paternity leave

Pension and medical insurance

Employee Assistance Program

Opportunity to travel to new locations to meet colleagues

Priority Pass, and travel upgrades for long haul company events

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