



**FRIEDRICH NAUMANN
FOUNDATION** For Freedom.
Taiwan / Global Innovation Hub

Friedrich Naumann Foundation for Freedom's Global Innovation Hub is looking for an

Administrative Assistant (full-time)

The Friedrich Naumann Foundation for Freedom (FNF) is a German non-profit organisation that seeks to foster liberal values and political education in Germany and worldwide. Since its founding in 1958, FNF and its local partners have been working to strengthen democratic political and civic organisations, and to promote citizen participation, openness, and accountability in government. The foundation campaigns for freedom and a commitment to the responsibility that goes hand in hand with it.

FNF's Global Innovation Hub moved to Taipei in 2021 to work on topics of innovation and digitalisation.

We are looking for a qualified and committed new team member to:

- Provide administrative support to the office, including managing meeting schedules, booking venues, making travel arrangements, assisting with office maintenance, ensuring sufficient office supplies, and receiving guests.
- Assist the Head of Office with administrative functions.
- Organise and assist with the planning, preparation, and implementation of seminars, workshops, conferences, and events for the organisation.
- Update and maintain the office's database of partners, as well as local and international facilitators and resource persons.
- Contribute to our work with fresh and innovative ideas.

Our ideal candidate has the following profile:

- You are a Taiwanese citizen or have the right to work in Taiwan without requiring employer sponsorship.
- You are fluent in Mandarin Chinese and English (spoken and written); German language skills are a strong plus.
- You have a diploma or BA degree in administration or a related field, **or** have acquired an equivalent amount of significant work experience.
- Experience in event implementation is a strong plus.
- You have proficient computer skills (MS Office, Adobe PDF, etc.).
- You work well in a team of diverse co-workers, have great interpersonal communication and **multitasking** skills.
- You identify with liberal values and are motivated to work in an international context.
- This position also welcomes candidates of all age groups who possess the above-mentioned skills and qualifications.

We offer:

- The opportunity to be part of a small, dynamic, and motivated team
- An interesting international and intercultural work environment and network
- At least 15 days of paid holiday per year after the probation period (pro-rata for the first year)
- Options for flexi-time working and the option to work from home two days a week



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- A monthly salary starting from NTD 42,000, depending on experience and qualifications

Please send your job application, including a CV, a motivation letter explaining why you want to work with us, your **annual** salary expectations, and your earliest starting date to julia.lee@freiheit.org. The application will be reviewed on a rolling basis. Candidates are encouraged to apply as soon as possible.

The Friedrich Naumann Foundation for Freedom (FNF) welcomes and supports a diverse, inclusive work environment. As such, our commitment is to promote equal employment opportunities (EEO) for all applicants seeking employment and FNF employees. FNF makes employment decisions based on organisational needs, job requirements, and individual qualifications without regard to race, colour, religion, sex, national origin, age, disability, marital status, sexual orientation, personal appearance, gender identity or expression, genetic information, or unemployment status. Additionally, harassment or discrimination based on these characteristics will not be tolerated at FNF.