



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

Administration Assistant (full-time)

Friedrich-Naumann-Foundation for Freedom (FNF) is a German non-profit organization that seeks to foster liberal values and political education in Germany and world-wide. Since its founding in 1958, FNF and its local partners have been working to strengthen democratic political and civic organizations, promote citizen participation, openness, and accountability in government. The foundation campaigns for freedom and to commit 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 digitalization.

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, etc.;
- Assist the Head of Office in administrative functions
- Organize and assist with the planning, preparation and implementation of seminars, workshops, conferences and events of the organization
- Update and maintain the office's database of partners, local and international facilitators, resource persons
- Contribute to our work with fresh and innovative ideas

Our ideal candidate has the following profile

- You are a Taiwan 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.
- You have at least 1 year of experience in a similar role
- You have proficient computer skills (MS Office, Adobe PDF, etc)
- You work well in a team of diverse co-workers, and have great interpersonal communication skills.
- You identify with liberal values and are motivated to work in an international context.

We offer

- being part of a small, dynamic and motivated team
- an interesting international and intercultural work environment and networks
- 21 vacation days
- options for flexi-time working and the option to work from home one day a week
- Monthly salary above 30,000 NTD, depending on experience and qualification

Please send your job application including CV, a motivation letter why you want to work with us, your **annual** salary expectations and earliest starting date to: anna.marti@freiheit.org. Deadline for submission is **3rd March 2024**. Shortlisted candidates will receive an invitation after **10th March 2024**.

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 organizational needs, job requirements and individual qualifications without regard to race, color, 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.