

瑞健股份有限公司 徵 工讀生 2 名

- Employment type/性質: **part-time/兼職**
- Staff Required/需求人數: **2 people/2 名**
- Contract Term/合約期間: **6 months (could be extended)/六個月(可延長)**
- Working Hours/工作時間: **20hrs per week/每週 20 小時**
- Language/語言: **Intermediate in English/英文能力中等**
- Salary/薪資: **TBD/面議**
- **Job Description for the opening/工作內容:**
 1. In English:
 - Scan and organize agreements;
 - Review Chinese agreements and enter relevant data in a excel sheet or to the ICM system;
 - Verify the data entries and upload the Chinese agreements onto ICM system
 - Carry out other duties as assigned
 2. In Chinese:
 - 合約掃描及歸檔
 - 依中文合約的內容將相關資料輸入至 excel 表或 ICM 系統中
 - 核對及上傳中文合約至 ICM 系統
 - 其他主管交辦之工作

工作地點：桃園市蘆竹區六福路 36 號 (南崁)

應徵方式：請寄履歷之電子檔至 Michael.Tseng@shl-group.com

聯絡人：曾遠豪 先生 (Manager Legal)

聯絡電話：(03)217-0303 ext 1330