

(English below)

徵行政與行銷人員（全職）地點：台北市圓山捷運站旁

SUPERKID 超悅小子成立至今兩年半，為台北/新北的家庭提供一項創新的服務，一個完全客製化的服務。家長可以預約我們的陪玩服務，由陪玩人員帶領孩子在城市周圍進行各種活動。陪玩團隊由台灣人與外國人組成，讓孩子沉浸在多元文化環境中，且有機會接觸、練習不同的語言。

您需要負責的工作：

行政

- 辦理保險
- 準備活動“計畫和安全表”
- 與客戶聯繫，回答他們的疑問
- 整合與接應陪玩人員的團隊
- 協助其他主管交辦事項

行銷

- 協助操作公司的社群媒體。目前有：Line 官方帳號，臉書粉絲頁，官網（CMS Wix），接下來會有 IG 帳號或其他社群媒體。
- 協助撰寫各類文宣內容（社群媒體發文，海報，傳單，影片）

能力需求：

必備技能

- *中文母語者說寫能力
- *英文說寫能力，因為大部分時候需要用英文與客戶聯繫溝通，且所有的文宣品都要以中英雙語撰寫。（但不要求非常高程度的英文，主管都會先看過撰寫的內容再對外發布）。
- *具有良好的組織能力與行政效率，能在規定的時間內完成工作並且不出錯。
- *具有社群媒體經營以及內容撰寫的相關經驗。

如果有以下能力會更加分：

- *有使用 CMS Wix / 行銷工具 / 影片剪輯軟體相關經驗。
- *與小孩相處的經驗，在某些活動如果我們的陪玩人數不夠時，可以協助替補。
- *會講台語

月薪台幣 30,000 元

享勞健保

工作時數一周 40 小時

工作時間 可能早上 9:30-下午 18:30 包含中午休息時間一小時：可議

最好 彈性工作時間，若公司有需求，或者員工自行提出，可能在周末或平日晚上需要工作，則可以在其他時間補休。

年假：可議

其他條件比照勞基法

辦公室位於台北新創中心 CIT，在圓山捷運站旁

聯絡方式：柏先生 info@superkid.tw

ADMINISTRATOR & MARKETING STAFF NEEDED (FULL TIME) IN TAIPEI YUANSHAN

SUPERKID 超悅小子 started 2.5 years ago to offer a new service for families in Taipei / New Taipei. It's basically a personalized service allowing families to book one of our guides who will bring their children do activities around the city. The service is door to door, and our team of guides composed of both Taiwanese and foreigners to let kids experience a multicultural environment and/or practice languages.

THE JOB: You will be responsible for:

Admin

- Subscribing insurances
- Preparing the "Program & Safety Sheets"
- Answering to / coordinating with clients
- Coordinating with our team of guides
- Assisting the General Manager in various tasks

Comm / Marketing

- Helping to manage comm & marketing. Current channels = Line Official Account / FB page / Website (CMS Wix) and we plan to start using IG for Superkid or another project.
- Helping with creation of media&content (social media posts / posters / flyers / videos)

REQUIREMENTS

Must-have:

- *Native level of spoken and written Chinese
- *Good English as the communication with clients is sometimes in English, and the Marketing actions must be bilingual (no need to have a perfect English, the General Manager will always review the media before they go public)
- *Good organization skills as admin things must be done in a timely manner and without mistake
- *Some experience with creation of Social Network content and media

Ideally also have:

- *Experience with CMS Wix / some Marketing tools / some video-making softwares
- *Experience with kids to also be able to act as a guide if for certain missions no other guides are available
- *Fluent Taiwanese

BENEFITS

Monthly salary 30,000 TWD

Social insurances (NHI, Labor insurance etc.)

40h/week, thinking of 9.30am-18.30pm with 1h break, negotiable.

Ideally flexible working-hours for, if sometimes necessary, working a little in the early evenings or on weekends in exchange for free time during the week. Either requested by the company or the employee.

Paid vacation days: negotiable

Other terms according to the Standard Labor Act

Office in the CIT (Center for Innovation Taipei) just next to Yuanshan MRT station.

Contact Mr 柏 info@superkid.tw