

## 法國在台協會（法台）誠徵主任官邸服務員一名

► 工作地點: 法國在台協會主任官邸(台北市信義區)。

► 職務名稱: 主任官邸服務員。為法國在台協會人員職位, 由法國在台協會給付薪資。

► 職務說明:

- 家務: 清潔, 購物, 烹飪(中式和歐式);
- 服務: 餐食供應(早餐+有時需準備午餐/晚餐), 宴會之準備與接待服侍;
- 管家: 屋內設備維護和檢查, 注意官邸安全。

► 資質:

- 誠實正直;
- 謹慎嚴守秘密;
- 靈活性和執行各種任務的能力;
- 責任感和工作能力;
- 學習能力;
- 適應性強;
- 良好的人際關係溝通力。

► 技能與學經歷:

- 英語能力程度良好;
- 學歷: 服務業科系尤佳(飯店, 餐飲....);
- 最好曾在服務業有工作經驗。

► 上任日期: 西元 2018 年 1 月 1 日

► 合約條件:

- 合約為當地聘僱不定期合約;
- 應徵者需持有台灣的居留證件;
- 月薪資總額: 每月\$33,242.00NTD, 一年領 14 個月的薪資。無其他旅遊, 通勤, 住宿或餐飲費之福利;
- 台灣社會保險制度;
- 每週工作時數: 37 小時。

有意應徵者請務必於西元 2017 年 11 月 20 日前將英文履歷表及動機信以 e-mail 方式寄至 [admin-francais.taipei-ift@diplomatie.gouv.fr](mailto:admin-francais.taipei-ift@diplomatie.gouv.fr)。書面審核通過後, 將會另外個別通知面試。

(Annonce en anglais)

## **The French Office in Taipei (BFT) recruits an employee for the residence of the head of mission**

► **Workplace:**

Residence of the Director of the French Office in Taipei (Xinyi District, Taipei city)

► **Position:** housekeeper of the residence but as an employee of the French Office in Taipei.

► **Tasks:**

- housework, shopping, cooking (Chinese and European);
- service (breakfast + when necessary lunches / dinners), preparation and service during receptions;
- ordinary maintenance and verification of equipment, safe keeping of the Residence.

► **Qualities:**

- honesty;
- discretion;
- flexibility and ability to perform various tasks;
- responsibility and work capacity;
- ability to learn;
- adaptability ;
- good interpersonal skills.

► **Competencies and professional profile:**

- good level of English ;
- training: preferably service sector (hotel, catering...);
- Past work experience in this valued sector.

► **Date of taking office:** January 8th 2018

► **Conditions:**

- Local recruitment non-fixed term contract;
- Prior to recruitment, the candidate must be resident in Taiwan
- Gross monthly salary: \$ 33.242 NTD per month, based on 14 months of wages per year; No other advantage such as travel, transport, accommodation or food,
- Legal employer's contribution to Taiwanese social scheme,
- Weekly working time: 37 hours.

Applications == CV and cover letter in English == must be sent by email before == November 20th == to [admin-francais.tapei-ift@diplomatie.gouv.fr](mailto:admin-francais.tapei-ift@diplomatie.gouv.fr). Short-listed candidates will be invited individually for an interview.