

# 東海大學國際學院學生校外實習機會

## Internship Opportunity

實習機構資訊	
公司機構名稱 Name of Internship Organization	People First Relocation Co., Ltd. ( 台灣安居特有限公司 )
公司機構統一編號 Business Registration Code / Taiwan Tax Code	52617012
公司機構營業項目 Operating Items	人力資源管理顧問業 Human Resource Management Consulting Services
公司機構營業地址 Organization Address	臺北市松山區復興北路57號14樓之3 14F-3, No.57, Fuxing N. Rd. Songshan Dist. Taipei 105, Taiwan 臺北辦公室 Taipei Office, Taiwan
公司機構網址 Organization URL	Official Website : <a href="http://www.peoplefirstrelo.com">www.peoplefirstrelo.com</a> LinkedIn : <a href="http://www.linkedin.com/company/people-first-relocation">www.linkedin.com/company/people-first-relocation</a>
聯絡人 Contact	姓名 Name : Jim Hill
	職稱 Title : Managing Director
	電話 Phone : 0920 733 344
	電郵 Email : jim.hill@peoplefirstrelo.com



PEOPLE FIRST RELOCATION AN EMPLOYEE OWNED COMPANY

+886 2 2751-8398 taiwan@peoplefirstrelo.com

14F-3, No. 57, Fuxing N. Rd., Songshan Dist., Taipei 10595, Taiwan

Mon - Fri : 9AM - 6PM (CST) Opening Time

HOME RELOCATION SERVICES ABOUT US CONTACT

# PFR Welcomes You to Taiwan

實習職務資訊						
實習職務名稱 Intern Position	Office Assistant					
實習所屬部門： Department Affiliation	Taichung Office					
實習工作內容 Job Description	<ul style="list-style-type: none"> <li>Assist full-time employees for relocation related projects</li> <li>Receive and send mail, maintain the copier/scanner, coffee machine, and manage cleaning service</li> <li>Help PFR tenants resolve issues (repairmen, etc.)</li> <li>Answer phone calls, take messages, transfer to correct staff</li> </ul>					
實習機構指導內容 Internship Coaching	<ol style="list-style-type: none"> <li>Guide interns to be familiar with the sector;                             <ul style="list-style-type: none"> <li>Relocation industry</li> <li>Process of assigning employees in multinational company</li> </ul> </li> <li>Knowledge application;                             <ul style="list-style-type: none"> <li>HRM</li> </ul> </li> <li>Learning output;                             <ul style="list-style-type: none"> <li>Feedback and performance summary</li> </ul> </li> <li>The managing director could meet weekly face-to-face or by TEAMS.</li> <li>We would provide a reference letter for the student's future employment or schooling after the internship.</li> </ol>					
申請資格 Eligibility for application	<ul style="list-style-type: none"> <li>International College Students</li> <li>English &amp; Mandarin Speaker (conversational is fine)</li> </ul> <p>※ Signing a three-party agreement among the employer, employee, and school and enrolling in an internship course either in the fall or spring is mandatory.</p>					
語文能力要求 Language Ability Requirement		Extremely fluent	Very fluent	Somewhat fluent	Slightly fluent	Not at all fluent
	Mandarin (Chinese)	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	English	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Others:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
實習地點 Internship Address	<input type="checkbox"/> 同上 Same as the above <input checked="" type="checkbox"/> Taichung Office – No 300, Taiwan Blvd., Sec 2, West District					
實習起迄日期 Internship Period	總計月數 The duration of month: (exact times are negotiable)					
	• 開始日期 Start date of internship: June					
	• 結束日期 End date of internship: August					
工作時間 Working Hour	<input type="checkbox"/> 每日時數 hours / day :					
	<input checked="" type="checkbox"/> 每週時數 hours / week : (can be negotiated) Monday through Friday   10:00 – 15:00					
輪班 Working Shift	<input type="checkbox"/> Yes ( Working hour : ____ ) ( Working day : ____ ) ( Leave : ____ ) <input checked="" type="checkbox"/> No					
加班時間 Working Overtime	<input type="checkbox"/> 每日時數 hours / day : NA					

	<input type="checkbox"/> 每週時數 hours / week : NA	
加班費或補休 Overtime Pay or Compensatory Leave	<input type="checkbox"/> 加班費 Overtime pay : <input type="checkbox"/> 補休假 Compensatory Leave : <input type="checkbox"/> 皆無 No	
膳食 Meals	<input checked="" type="checkbox"/> 自理 Self-care <input type="checkbox"/> 公司提供 Provided	
住宿 Accommodation	<input checked="" type="checkbox"/> 自理 Self-care <input type="checkbox"/> 供宿 Provided	
交通狀況 Transportation	<input type="checkbox"/> 自理 Self-care <input type="checkbox"/> 交通車接送 Shuttle <input checked="" type="checkbox"/> 其他 Other ( Paid by PFR is work related )	
待遇 ( 金額 \$ ) Payroll	<input type="checkbox"/> 定額月薪 Monthly salary : \$	<input type="checkbox"/> 獎學金 Scholarship : \$
	<input type="checkbox"/> 週薪 Weekly wage : \$	<input type="checkbox"/> 津貼 Allowance : \$
	<input checked="" type="checkbox"/> 時薪 Hourly wage : \$ 180	<input type="checkbox"/> 無 None-paid
實習機構提供保險 Insurance	<input type="checkbox"/> 團體保險 Group insurance	<input type="checkbox"/> 健保 Health insurance
	<input type="checkbox"/> 勞保 Labor insurance	<input type="checkbox"/> 其他 Other :
提撥勞退基金 Labor Retirement Reserve	<input type="checkbox"/> 是 Provided <input checked="" type="checkbox"/> 否 No	
實習機會來源 Internship opportunity sources	<input type="checkbox"/> 學生推介 Recommended by student <input type="checkbox"/> 企業主動接觸 Proactive invitation by employer <input checked="" type="checkbox"/> 院系所推介 Recommended by department/faculty <input type="checkbox"/> 就友室推介 Recommended by THU Placement and Alumni Office <input type="checkbox"/> 國際職場實習中心推介 Recommended by THU CIID <input type="checkbox"/> 其他 Other :	
申請方式 Application Method	方式 Method: <input checked="" type="checkbox"/> Email <input type="checkbox"/> Postal service <input type="checkbox"/> Express delivery <input type="checkbox"/> Other 窗 <input type="checkbox"/> Contact: Jim Hill ( <a href="mailto:jim.hill@peoplefirstrelo.com">jim.hill@peoplefirstrelo.com</a> ) 文件 Material: resume 截止 Deadline:	

**校內選修實習學分說明****Notes on Taking Internship Course Credits**

- 國際學院院內開設兩門實習課程：「 Internship Program Course (3學分：由IBA在上學期開課)」以及「 Sustainability Internship Course (3學分：由SSM在下學期開課)」。此兩門課程開放國際學院各學程所有學生選修，並可計入學生所屬學程之系內畢業學分 (請向系辦確認手續)。

Both "Internship Program Course (3 credits : provided by IBA program in fall semester)" and "Sustainability Internship Course (3 credits : provided by SSM program in spring semester)" are open to students in all programs at International College. Both courses are approved as graduation credits for the student's program. (Please confirm the procedures with the department office.)

- 校外實習經歷佔實習課程約50%的成績。關於選修國際學院院內實習學分方式，請參照"Internship Course Guideline" 檔案內容，按指示時程繳交相關文件。(參閱以下連結)

The off-campus internship experience accounts for approximately 50% of the grade for the internship course. For internship course credits offered within the International College, please read the "Internship Course Guideline" and submit the required documents according to the schedule indicated. (see link below)

**Link:** [International College Internship Website](#)