

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	普力瑪泰克有限公司 PRIMATEK LIMITED
公司機構統一編號 Business Registration Code / Taiwan Tax Code	28968749
公司機構營業項目 Operating Items	自行車及自行車零件批發 Bicycle and bicycle parts wholesale
公司機構營業地址 Organization Address	臺中市西屯區協和里工業區37路1號 No. 1, Gongyequ 37th Rd., Xiehe Vil., Xitun Dist., Taichung City 40768, Taiwan
公司機構網址 Organization URL	Website : https://www.twincn.com/item.aspx?no=28968749 LinkedIn :
聯絡人 Contact	Name : Paolo Giudici
	Title : General manager
	Phone : 04-23506831
	Email : paolo.giudici@primatek.biz

實習職務資訊	
實習職務名稱 Intern Position	Intern
實習所屬部門 Department Affiliation	Accounting Department
實習工作內容 Job Description	<ul style="list-style-type: none"> 核對、輸入會計入帳憑證 開立及寄發統一發票 協助整理憑證、發票及檔案文件歸檔 一般行政庶務工作 <ul style="list-style-type: none"> Entering and checking the accounting information Support to issue local GUI Filing voucher and invoice and the documentation of finance procedures Supporting ad hoc tasks as per business needs Internship begins in July
實習機構指導內容 Internship Coaching	<ul style="list-style-type: none"> 協助實習生熟悉了解企業營運相關流程 了解會計財務實務運作關知識 與其他部門同事溝通合作,建立團隊合作相關經驗 更熟悉office 及相關文書處理技巧 <ul style="list-style-type: none"> Learn and increase understanding about business operations Participate in the accounting daily operations to build more accounting knowledge and skill

	<ul style="list-style-type: none"> • Opportunities to connect you with different department to build teamwork experience • Enhance IT competent Microsoft, Outlook, Word, and Excel. 	
申請資格 Eligibility for application	<ul style="list-style-type: none"> • International College Students ※ Tripartite agreements involving the employer, employee, and school are mandatory. These agreements will facilitate enrollment in an internship course offered either in the fall or spring semester.	
實習地點 Internship Address	<input checked="" type="checkbox"/> Same as the above	
申請方式 Application Method	Contact : <input type="checkbox"/> Same as the above Ruby Chan < Ruby.Chan@primatek.biz > Method : <input checked="" type="checkbox"/> Email <input type="checkbox"/> Hard copy by postal <input type="checkbox"/> express delivery <input type="checkbox"/> Other Material : Resume Deadline :	
輪班 Working Shift	<input type="checkbox"/> Yes (Working hour : ____) (Working day : ____) (Leave : ____) <input checked="" type="checkbox"/> No	
實習語文能力要求 Language Ability Requirement	<input checked="" type="checkbox"/> Mandarin (Chinese) <input type="checkbox"/> English <input type="checkbox"/> Bahasa Indonesia <input type="checkbox"/> Vietnamese <input type="checkbox"/> Thai <input type="checkbox"/> Others:	
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 : 12H	
加班時間 Working Overtime	<input type="checkbox"/> 每日時數 hours / day : <input type="checkbox"/> 每週時數 hours / week :	
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 checked="" 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 checked="" type="checkbox"/> 自理 Self-care <input type="checkbox"/> 交通車接送 Shuttle <input type="checkbox"/> 其他 Other ()	
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 : \$ 190	<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 checked="" type="checkbox"/> 勞保 Labor insurance	<input type="checkbox"/> 其他 Other :
提撥勞退基金 Labor Retirement Reserve	<input checked="" type="checkbox"/> 是 Provided <input type="checkbox"/> 否 No	

實習機會來源 Internship opportunity sources	<input type="checkbox"/> 學生推介 Recommended by student <input checked="" type="checkbox"/> 企業主動接觸 Proactive invitation by employer <input 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 :
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校內選修實習學分說明

Notes on Taking Internship Course Credits

1. 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.)

2. 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](#)