

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	台灣羅伯特博世股份有限公司 BOSCH Taiwan
公司機構統一編號 Business Registration Code / Taiwan Tax Code	80272572
公司機構營業項目 Operating Items	eBike 電動自行車零組件銷售
公司機構營業地址 Organization Address	台中市南屯區嶺東路309號
公司機構網址 Organization URL	Official Website : https://www.bosch.com.tw/ LinkedIn :
聯絡人 Contact	姓名 Name : Michelle Yang
	職稱 Title : Office Manager
	電話 Phone : 04-3707-9321 / 0956863685
	電郵 Email : michelle.yang@tw.bosch.com



Contact us Search Menu

Bosch in Taiwan

High-tech #LikeABosch



Get in touch >

[Products and services >](#)

[Our open positions >](#)

[Newsroom >](#)

[Anti-fraud announcement \(Chinese only\) >](#)

實習職務資訊	
實習職務名稱 Intern Position	辦公室實習生 Office Intern
實習所屬部門： Department Affiliation	eBike事業部
實習工作內容 Job Description	1. 訪客電話接聽與轉接 2. 櫃台接待與訪客登記管理 3. 信件/包裹收發管理

	<p>4.台北辦公室信件/文件往來收發 5.辦公室活動安排支援 6.協助辦公室行政/庶務事項處理，辦公室備品管理 7.其他主管交辦事項</p> <p>1.Answer phones and direct calls with a positive attitude and an energetic work ethic. 2.Front desk task and visitor registration management. 3.Mail/package/express delivery sending and receiving. 4.Collect mails from associates and send to RBTW Taipei office in monthly base. 5.Support team building activities, weekly lunch/monthly teatime party, monthly birthday party. 6.Office administration work support 7.Other jobs assigned by Office Manager.</p>																														
<p>實習機構指導內容 Internship Coaching</p>	<p>企業將協助實習生熟悉產業領域、應用所學、驗收成果。 Companies will assist interns in familiarizing themselves with the industry, applying what they have learned, and verifying their results.</p>																														
<p>申請資格 Eligibility for application</p>	<p>國際學院大三及大四的學生 Applicants must be junior or senior student in the International College -University/College student. At least work 4 days per week.</p> <ul style="list-style-type: none"> - Good skills of English both in oral and writing. - Good at MS office. - Flexibility, ability to solve problems. - Initiative, easy going personality. - Strong willing to take tasks & responsibility. 																														
<p>語文能力要求 Language Ability Requirement</p>	<table border="1"> <thead> <tr> <th></th> <th>Extremely fluent</th> <th>Very fluent</th> <th>Somewhat fluent</th> <th>Slightly fluent</th> <th>Not at all fluent</th> </tr> </thead> <tbody> <tr> <td>Mandarin (Chinese)</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>English</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Bahasa Indonesia</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Extremely fluent	Very fluent	Somewhat fluent	Slightly fluent	Not at all fluent	Mandarin (Chinese)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	English	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bahasa Indonesia	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>
	Extremely fluent	Very fluent	Somewhat fluent	Slightly fluent	Not at all fluent																										
Mandarin (Chinese)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																										
English	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																										
Bahasa Indonesia	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>																										
<p>實習地點 Internship Address</p>	<p><input checked="" type="checkbox"/> 同上 Same as the above 台中市南屯區嶺東路309號 </p>																														
<p>實習起迄日期 Internship Period</p>	<p>總計月數 The duration of month:</p> <ul style="list-style-type: none"> • 開始日期 Start date of internship: Apr. 17, 2023 • 結束日期 End date of internship: Apr. 16, 2024 (會視實際需求延長) 																														
<p>工作時間 Working Hour</p>	<p><input type="checkbox"/> 每日時數 hours / day : <input checked="" type="checkbox"/> 每週時數 hours / week : 24 ~ 40 hours</p>																														
<p>輪班 Working Shift</p>	<p><input type="checkbox"/> Yes (Working hour : ____) (Working day : ____) (Leave : ____) <input checked="" type="checkbox"/> No</p>																														
<p>加班時間 Working Overtime</p>	<p><input type="checkbox"/> 每日時數 hours / day : <input type="checkbox"/> 每週時數 hours / week :</p>																														
<p>加班費或補休 Overtime Pay or Compensatory Leave</p>	<p><input checked="" type="checkbox"/> 加班費 Overtime pay : <input checked="" type="checkbox"/> 補休假 Compensatory Leave : <input type="checkbox"/> 皆無 No</p>																														
<p>膳食 Meals</p>	<p><input checked="" type="checkbox"/> 自理 Self-care <input type="checkbox"/> 公司提供 Provided</p>																														
<p>住宿</p>	<p><input checked="" type="checkbox"/> 自理 Self-care <input type="checkbox"/> 供宿 Provided</p>																														

Accommodation		
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 : \$ 180	<input type="checkbox"/> 無 None-paid
實習機構提供保險 Insurance	<input checked="" type="checkbox"/> 團體保險 Group insurance	<input checked="" 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 checked="" 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 窗口 Contact: Michelle Yang, michelle.yang@tw.bosch.com 文件 Material: 中英文履歷表 (Resume both in English and Mandarin) 截止 Deadline: April 10, 2023	

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SSE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 in fall semester)" and "Sustainability Internship Course (3 credits : provided by SSE 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/department. (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](#)