

CANADIAN TRADE OFFICE IN TAIPEI - TRADE

Number of Placements: 1

Location: Taipei, Taiwan

URL: <http://www.canada.org.tw/>

Field/Subject Area:

Open to all York students who meet the eligibility criteria.

Position Description:

Under the general supervision of officers in the Trade Section of the Canadian Trade Office in Taipei, the intern will contribute to trade and investment analyses. Additional responsibilities may include trade event planning, outcalls on Taiwanese companies, providing information of use to Canadian clients as directed.

Specific tasks will include:

- Monitoring Taiwan's trade and economic landscape, provide input into/draft reports on trends and events affecting Canada's bilateral commercial interests/activities in Taiwan;
- Participating in trade events and activities including meeting with local and Canadian businesses;
- Assisting with the planning and delivery of incoming visits and mission events, including trade promotion; and developing special projects and performing other duties as required.

Complete all tasks assigned, which includes but is not limited to the responsibilities outlined above.

Expected work hours: Monday to Thursday: 8:15am – 5pm; Friday: 8:15am - 12:45pm

Qualifications/skills required:

- Candidates should be Canadian citizens or permanent residents with a minimum of two years of post-secondary related study, for instance in commerce, political science, economics, international business, asia-pacific studies, or communications.
- Strong writing skills in English and/or French; strong Mandarin skills are an asset
- Adaptability, flexibility and ability to work independently

- Knowledge of Taiwan, business/work experience in private sector is an asset.

Language requirements:

Fluent English and French; Mandarin an asset

Highlights of Organization/background information:

Canada is represented in Taiwan by the Canadian Trade Office in Taipei (CTOT), a locally-incorporated entity staffed by Canadian government and local Taiwanese personnel. The CTOT facilitates cooperation with Taiwan on trade and investment, science and technology, public policy issues, education and youth exchanges, arts and culture, and aboriginal affairs.