

Study Abroad and Study Tour Administrative Assistant

(Note: This is used for mock job/graduate school interview [educational purposes] in
Dept. of ENG, FJU, 2026)

(<https://www.1111.com.tw/job/77810896/>)

Study Abroad and Study Tour Administrative Specialist
Julin International Study Abroad Co., Ltd.

Job –

Title	Nature	Work Experience & Skills	Age	Education	Salary
Study Abroad and Study Tour Administrative Assistant	Full-Time	Required Qualifications: - Attentive, patient, and with excellent communication skills. - Intermediate or higher level of English proficiency. - Willing to ask questions and learn proactively. - Customer service enthusiasts are warmly welcomed.	Unrestricted, including recent graduates	Associate, University, or Masters Business Administration, Information Management, English and American Literature, Visual Communication Design	Monthly salary: 30,000-80,000
Date Seen	03/28	Source	https://www.1111.com.tw/job/77810896/		

Job Description Details:

■ 求才內容說明	
【Job Description】	Job Responsibilities: - Assist consultants with administrative tasks, including communicating with overseas schools regarding applications and responding to student client inquiries. - Compile information about overseas schools into Chinese and post it on the website. - Assist the company with administrative tasks, including sending mail
【Job Type 職務類別】	Recruitment
【Nature 工作性質】	Full-time
【Location】	12F-1, No. 169, Section 4, Zhongxiao East Road, Da'an District, Taipei City

【Payment Range】	Monthly Salary: 30,000-80,000
【Work Hours & Holidays】	day shift (10:00~19:00) 2 days off
■ Job Qualifications 工作條件限制	
【Age】	Unrestricted
【Education】	Associate, University, Masters
【Major】	Business Administration, Information Management, English and American Literature, Visual Communication Design
【Work Experience】	Unrestricted
【Language】	English Listening Intermediate, Speaking Intermediate, Reading Proficient, Writing Proficient <ul style="list-style-type: none"> ● TOEIC (Gold score 860-990) ● TOEIC (Blue 730-855 points)
【Computer Skills】	Word, Excel, PowerPoint
【Other Skills】	<ul style="list-style-type: none"> ● Document processing and typesetting ● Provide explanation or consultation services ● Administrative affairs handling ability ● Telephone answering and staff reception ● Digital publishing and shelf marketing ● Foreign language/text translation skills ● Audio-visual animation production ● Digital video editing ● Image design and processing
■ 應徵方式:	
【Contact E-Mail】	N/A
Description or URL of the Company	https://www.1111.com.tw/corp/69419858