

CALL FOR ADMINISTRATIVE ASSISTANT –TAIWAN TECH PROJECT OFFICE FOR THE UPTP

Overview

The Project Office of UPTP is seeking a highly motivated and organized Administrative Assistant to support its operational and coordination needs. This position is part of the cooperation project with Taiwan Tech and aims to ensure efficient support to project execution and international collaboration activities.

Job Responsibilities

- * Provide administrative and logistical support to the Project Office.
- * Assist in report preparation, documentation, and internal communications.
- * Coordinate meetings, workshops, and events related to the project.
- * Maintain communication with local and international stakeholders.
- * Support the team with budget tracking and procurement documentation.

Qualifications

- * Bachelor's degree in Administration or a related field.
- * Excellent written and verbal communication in Spanish and English.
- * Strong organizational, communication, and interpersonal skills.
- * Experience in academic or project administration is a plus.
- * Familiarity with international cooperation projects is desirable.

Remuneration

Base salary: From 1000 USD depending on qualifications and experience.

Health Insurance: 120 USD monthly.

How to Apply

Interested candidates must complete the application form at:

<https://forms.gle/MAa2rVDxxN7CVHDn9>

Required documents:

- * Updated Curriculum Vitae
- * Copies of academic transcripts and degrees

Deadline

June 13, 2025

Contact

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