

**Taipei Economic and Cultural Office in Tel-Aviv is recruiting a  
Consular/Administrative Assistant**

**Requirements:**

1. BA degree or higher
2. MS Office skills
3. Strong communication skills
4. Asian Studies background/ knowledge of Taiwan – advantage
5. Organizational and administrative skills
6. Language skills:  
English and Hebrew: fluent written and verbal communication skills  
Mandarin Chinese – advantage  
Arabic/Russian - advantage

**Job Description:**

- Acting as the first point of contact in handling face-to-face, telephone, and written consular inquiries.
- Handling passport, visa processing, and document legalization for individuals and companies.
- Compiling monthly and annual reports, including quarterly tax return calculation.
- Helping receive tasks as a receptionist and set up meetings or events.
- Providing administrative assistance to colleagues when necessary.

**Working hours:** Monday to Thursday: 9:00-17:00, Friday: 9:00-12:00

**Work Place:** Taipei Economic and Cultural Office in Tel-Aviv (21<sup>st</sup> floor, Azrieli Round Building, 132 Menachem Begin Rd., Tel Aviv)

**Start Date:** February 3rd. Training starts in the last week of January.

**Application:** Please submit your English resume with a portrait photo and cover letter to:  
[consular.teco.il@gmail.com](mailto:consular.teco.il@gmail.com)

**Application deadline:** January 16, 2022

**Please note:** Unqualified candidates will not be notified.