**Hour Loop, Inc. (NASDAQ: HOUR)**

Founded in 2013 (Seattle, WA), Hour Loop team is an agile startup that is growing rapidly in the e-commerce industry. Our team is Agile, Young, Energetic and Professional. We aim to be number 1 third-party seller on Amazon. Hour Loop is looking for new members with outstanding English skills who is a fast learner, ambitious, detail oriented, and able to operate multiple projects simultaneously. Hour Loop offers a platform where you can make your career dreams come true.

Official Website：<https://hourloop.com/pages/about-us>

Amazon Store：<https://www.amazon.com/sp?seller=A1TWYVWG4QDVKK>

**---**

**Project Assistant Intern**

**Job Description:**

* Perform secretarial and administrative duties with speed and accuracy and maintain confidential record.
* Meet schedules and timelines.
* Assemble data and prepare reports.
* Analyze situations accurately and adopt an effective course of action.
* Order Review Task.
* You will be assigned to different function projects. For instance, Logistic, Return and Customer Service, Stranded, Payment, Advertisement and Listing.

**Requirements:**

* TOEIC **750-800** or other tests with equal result.
* Good English communication skills.
* Ability to maintain confidentiality concerning files and sensitive information.
* Good time management, including ability to manage several projects at the same time.
* Must be able to multi-task and retain accuracy in an environment of competing deadlines.
* Must have a professional demeanor.
* Able to come to office at least 3 days a week.

**Salary:**

* TWD 28,000 / month (依實際出席日計算)

**Interview:**

* Online Interview (by Teams link)
* Please upload your English CV by this form, subject of the CV "Hour Loop Internship\_中文姓名\_English Name\_phone number”

\* Please be noted that If candidates are not qualified after evaluation, there will not be further notice. Thanks for your understanding.

**Location:**

* Taipei Office: 台北市信義區松仁路97號
* Taichung Office: (尚在籌備，約莫年後完成設置)
* Kaohsiung Office: 高雄市新興區民權一路251號20樓

**HOW TO APPLY:**

* Please fill out the form below to apply.

<https://reurl.cc/ZrQ2Gp>

**Contact:**
Sophia Tu
sophiatu@hourloop.com

hr@hourloop.com
07-2227586

**Project Assistant**

This role will report to Line Managers and partner closely with Business managers to, deliver high standard and timely services for internal stakeholders. Your performance will be scored by your ability to demonstrate the competencies and the key results by your leader. You will not be bound by your own title and scope of responsibility and will think broadly to create an amazing workplace by dare-to-fail & grow-beyond-yesterday spirit. Willing to fight for your ideas.

**Job Description:**

* Perform secretarial and administrative duties with speed and accuracy and maintain confidential record.
* Meet schedules and timelines.
* Assemble data and prepare reports.
* Analyze situations accurately and adopt an effective course of action.
* Order Review Task.
* You will be assigned to different function projects. For instance, Logistic, Return and Customer Service, Stranded, Payment, Advertisement and Listing.

**Requirements:**

* TOEIC **800** or other tests with equal result.
* Good English communication skills.
* Ability to maintain confidentiality concerning files and sensitive information.
* Good time management, including ability to manage several projects at the same time.
* Must be able to multi-task and retain accuracy in an environment of competing deadlines.
* Must have a professional demeanor.

**Salary:**

* TWD 35,000 / month

**Interview:**

* Online Interview (by Teams link)

**Location:**

* Taipei Office: 台北市信義區松仁路97號
* Taichung Office: (尚在籌備，約莫年後完成設置)
* Kaohsiung Office: 高雄市新興區民權一路251號20樓

**HOW TO APPLY:**

* Please send your English CV to hr@hourloop.com to apply.
* Or by 104 link below.

<https://reurl.cc/RjjMGD>

**Contact:**
Sophia Tu
sophiatu@hourloop.com

hr@hourloop.com
07-2227586