

Job Vacancies

11th Fleet

1. Marketing/Operations Associate (Fulltime)

Experience: 1-3 years of experience

Location: Taipei or remote

Main responsibilities

- Support the company's operations and marketing efforts
- Create digital footprint for 11th Fleet globally through various channels with excellent content management
- Disseminate information, events and news
- Organize monthly events and develop programming that are relevant to the startup and entrepreneurial community
- Cooperate with the internal operations team and liaising with external partners

Main qualities

- Highly interested in Startups and Business from a wide range of industries
- Native or near-native English fluency; bilingual Mandarin-English is a plus
- Excellent written and verbal communication skills
- Ability to work under pressure, multitask and complete tasks in a timely manner
- Interest in using software tools (SaaS) and automating tasks
- Understands both Western/Taiwanese cultures
- Attention to detail and ability to manage multiple tasks are necessary
- Prior experience in an operations and/or marketing role in a professional service/service industry

All interested candidates can send your resume to diana@11fleet.com

2. General Admin Associate (Fulltime)

Experience: 1-3 years of experience

Location: Remote

Main responsibilities

- Assist the team in ensuring timely delivery of high-quality services
- Effectively manage communications with clients and external partners
- Prepare, organize, and present general research
- Proactively look for ways to improve processes and minimize administrative burdens
- Manage time sensitive admin tasks
- Direct calls/emails appropriately to other departments
- Identify potential collaboration opportunities

Main qualities

- Highly interested in Startups and Business from a wide range of industries
- Native or near-native English fluency; bilingual Mandarin-English is a plus
- Excellent written and verbal communication skills
- Ability to work independently and under pressure
- Self-motivated and instinctively eager to learn

- Ability to multitask and complete tasks in a timely manner
- Proactively utilizes problem-solving skills and is able to find efficient and creative solutions
- Understands both Western/Taiwanese cultures
- Prior experience in an admin/operations role is a plus

All interested candidates can send your resume to diana@11fleet.com

The benefits for the 2 positions above are:

- 4 to 6 days of company paid days off per year
- Profit bonus when company performs well
- For remote candidates who are in Taiwan but not in Taipei, housing will be provided for the onsite training in Taipei in the first month. If you pass the training period, you may work remotely full time.

3. Operations/Admin Associate (Fulltime)

Experience: 0-3 years of experience

Location: Taipei

Main responsibilities

- Assist the operations team in ensuring timely delivery of high-quality services
- Proactively look for ways to improve processes and minimize administrative burdens
- Able to handle paperwork independently
- Attend to in-person tasks at the bank/government agencies if needed
- Optimize the operations by implementing software/other tools

Main qualities

- Native or near-native English fluency; bilingual Mandarin-English is a plus
- Excellent written and verbal communication skills
- Ability to work independently and under pressure
- Self-motivated and instinctively eager to learn
- Ability to multitask and complete tasks in a timely manner
- Proactively utilizes problem-solving skills and is able to find efficient and creative solutions
- Understands both Western/Taiwanese cultures demonstrated through life experience abroad (education and/or work) or prior work experience in a multicultural setting
- Prior experience in an admin/operations role is a plus
- Understands accounting and management is a plus

All interested candidates can send your resume to hsuan@11fleet.com

11th Fleet sister companies

1. Admission Consultant Lead/Admission Counseling Business Unit Head (Fulltime)

Company: TrinityScholar

Location: Taipei

Experience

- 3 years of experience with sales-relevant responsibility
- 1-2 years of work experience in education industry and/or overseas study/work experience (desired, but not required)

Main responsibilities

- Develop a new consulting practice (vertical) within the company's admission counseling business
- Have full P&L responsibility of the product
- Must have strong prior professional track record
- Counsel clients on their study abroad options and assist them through their application process

Main qualities

- Need to be entrepreneurial and be able to work independently
- Strong interpersonal skills
- Able to communicate clearly and effectively in both written and oral English and Mandarin
- Familiarity and/or interest in business issues is a plus

All interested candidates can send your resume to bizdev@trinityscholar.com

2. Product & Business Development/Project Manager (Fulltime)

Company: TrinityScholar & LightHouse Camps

Location: Taipei

Experience: 2 years of prior work experience is ideal but open to new graduates

Main responsibilities

- Work with the Director to create new products/services within the K-12 space

Main qualities

- Need to be a self-starter and be able to have good pattern recognition
- Intellectually curious
- Strong interpersonal skills
- Able to communicate clearly and effectively in written English

- International experience, e.g. studied, lived or worked abroad
- Familiarity and/or interest in business issues is a plus
- Someone who has taken an unconventional path in life
- Someone who excelled in school but has interesting outside interests, e.g. athletes, musicians, artists, etc.
- Must have strong prior education or professional track record

All interested candidates can send your resume to bizdev@trinityscholar.com

3. Office Manager/General Admin/English Secretary

Company: TrinityScholar

Location: Taipei

Experience: 5-years minimum of experience in a similar role

Main responsibilities

- Assist with the General Manager with general administrative duties, including scheduling, emailing and handling errands to keep the business running smoothly.
- In charge of invoicing & expense management
- Ensuring the order and the cleanliness of the office/classrooms

Main qualities

- 5-years minimum of experience in a similar role
- Working fluency in English
- Strong communication skills
- MS office skills, familiarity with spreadsheets
- Good phone & customer service skills

All interested candidates can send your resume to bizdev@trinityscholar.com

4. Freelanced/ Project Based Teachers

Location: close to ZhongXiao Dunhua MRT, students' places, or online.

Experience: preferably with years of experience

Time: After school time or on weekends (Varies depending on the type of class)

Main responsibilities

Teach test-prep classes (2-10 students) or individuals in the following categories:

- ISEE (Primary, Lower, Middle & Upper Level)
- SSAT (Elementary, Middle & Upper Level)

- Math Competitions (AMC, UKMT, MathCounts, Math League...)
- ACT
- SAT

Main qualities

- Having a US/UK/Canadian Bachelor's degree is a plus.
- Freelance position with the possibility to become part-time or full-time (ARC may be provided)

All interested candidates can send your resume to denise@trinityscholar.com