



**Records Management
Worldwide Movers
Relocation**

You deserve the best

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Job Title: Part-time Administration Assistant 行政工讀生

AGS Four Winds Taiwan

福運國際有限公司

工作地點: 台北市南京西路 36 號 7 樓-2 (近捷運中山站)

Industry

Transportation/International Shipping/ Logistics/ Relocation/ HR Management Consulting Service
國際安居搬遷

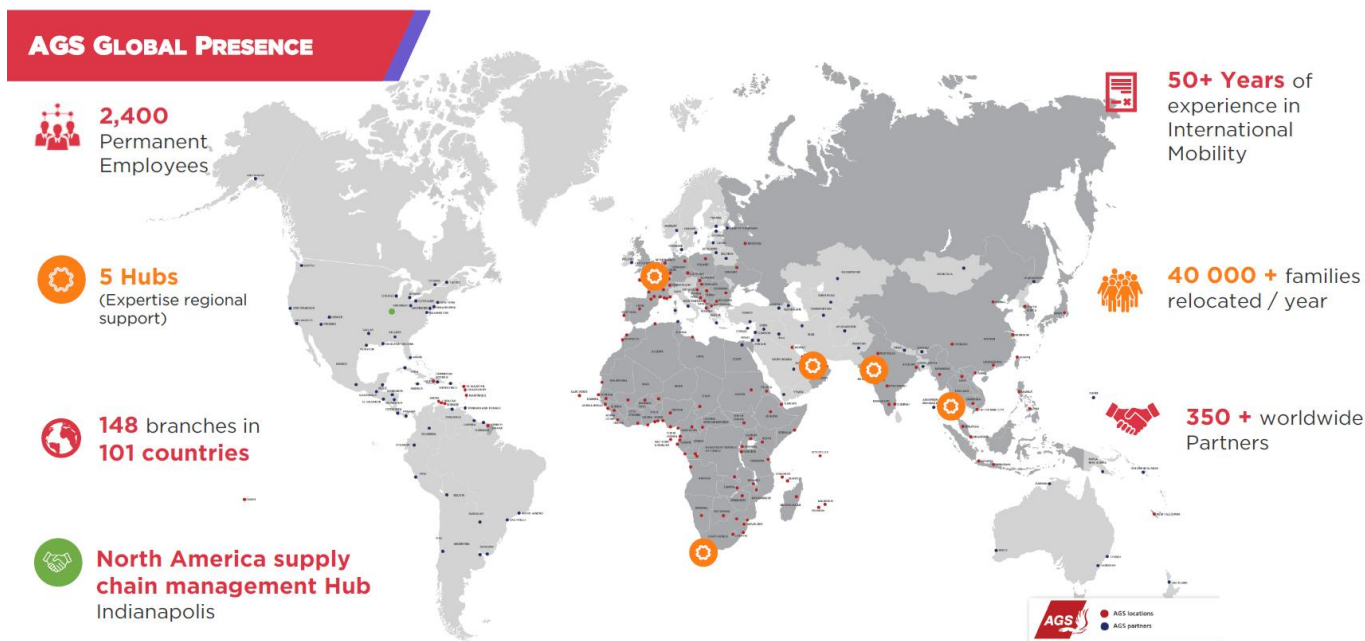
AGS Group 是一家提供國際搬遷安居 (international mobility)的跨國集團，總公司位於法國的巴黎，於西元 1974 年創立，在全球市場深耕超過 50 年，目前全球有超過 101 個國家設有 148 各分公司，版圖遍及亞太、歐洲、中東及非洲及法國海外領地等。除了在歐洲與非洲各國具極高的市場佔有率，亞太市場也是 AGS 自 2005 來積極耕耘的市場 目前遍及 14 個國家共有 25 各服務據點 包含在台北、上海、北京、日本、韓國、印度、越南、香港、新加坡、泰國等。每一年協助超過 85,000 個家庭外派安居的服務。可提供的在地化一站式服務包括 Door to door 國際搬遷、安居服務 跨文化訓練 安排住處與學校等服務。服務客群遍及各大外商、全球化之台商及政府機關、國際學校、大使館等。

AGS Taiwan (分公司) 創立於 1998 年, 是 AGS Group 旗下子公司，2025 年全球集團歡慶成立 50 周年，而 AGS Taiwan 也於 2026 年迎來深耕台灣第 27 周年，我們誠摯歡迎您加入我們的團隊，一同延續集團五十年的專業傳承，共創未來！

AGS Taiwan is a 100% subsidiary of the AGS Group, a world leader in international removals storage and relocation. With 148 locations in 101 countries, the AGS Group has one of the largest networks in the global mobility industry, assisting more than 85,000 families with their relocations every year. As a full-service provider, we provide relocation and removal service for our customers and their families, who rely on us to move them seamlessly across the world, door to door.

A leading name in the moving & relocation industry is seeking a customer service executive to join their team based in Taipei.





Purpose of Job

- ✓ To provide administrative support and perform general clerical and office administrative duties
- ✓ To perform data entry and maintain accurate records in the company's internal systems.

Key Responsibility

1. Assist in preparing and maintaining administrative files (including import and export documentation) in the company's internal systems throughout the relocation process.
2. Organize local and overseas agents' invoices and ensure accurate data entry into the company's internal systems.
3. Assist in arranging insurance coverage and preparing related documentation for customers.
4. Issue Arcania invoices for inbound and outbound shipments and liaise with the Accounting
5. Respond to general inquiries, answer basic questions, and identify potential business opportunities
6. Provide general administrative support and perform other ad hoc duties as assigned by the Branch Manager.

Requirement

(良好的溝通技巧，積極學習態度、細心、樂於幫助，對國際事務 物流 跨文化交流有興趣，英語聽說讀寫良好，會計行政相關經驗佳)

We are looking for someone who is:

1. Interested in accounting, administration, or international logistics.
2. A current undergraduate (junior year or above) or graduate student.
3. Proficient in both written and spoken Chinese and English.
4. Proficient in Microsoft Excel and other Microsoft Office applications.
5. Detail-oriented, well-organized, and able to manage multiple tasks effectively.
6. Proactive, eager to learn, and willing to take on new challenges.
7. Friendly, responsible, and able to communicate effectively with people from different cultural backgrounds.

8. Interested in international business, logistics, and cross-cultural communication.
9. Previous administrative or accounting experience is an advantage

Why Join AGS?

- 接觸全球超過 100 個國家的國際搬遷案件; 學習國際物流、海運及空運作業流程
- 與海外 AGS 辦公室及國際合作夥伴協同合作; 提升商務英文溝通能力。
- 實際操作公司內部資訊系統，了解跨國企業的營運模式與工作流程
- 累積國際企業實務經驗，拓展國際視野，為未來職涯發展奠定基礎

Contact: taiwan@ags-globalsolutions.com +886 2552 1391 Ms. Tsao

Interested parties please apply with full resume together with cover letter and date available by email to taiwan@ags-globalsolutions.com

請將簡歷、求職信和最快入職日電郵致:

taiwan@ags-globalsolutions.com

Personal data collected for recruitment purpose only/ 個人資訊只用於招聘用途

WWW.AGS-GLOBALSOLUTIONS.COM

AGS GROUP PRESENTATION

1974

50 + years of
experience in
international Mobility



Global network of
148 locations
in **101 countries**



2 400 + highly
qualified employees



40 000 + families
relocated / year



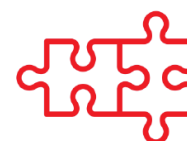
Serving over
500 corporate clients
globally



A worldwide network of
350 partners



Accreditations
Internationally
recognised



Tailor-made solutions to
meet customer needs

