Hi 各位畢業生/準畢業生們，你對最近相當熱門的再生能源產業感興趣嗎？想進入離岸風電產業卻沒有找到心儀的機會嗎？如果以上兩點讓你感同身受的話，機會終於來啦！

上緯新能源(SRE)是於本土起家的台灣離岸風電開發商，目前致力於成為亞洲再生能源市場的領頭羊。SRE過去甚少能有招收剛畢業或即將畢業的大學學生機會。而現在，我們希望將綠色能源的風，吹進各大學校園中。透過這份工作，你/妳將會在國際化的英文環境中快速學習成長，一點一滴地更加了解離岸風電這個產業。

Commercial Coordinator-

104連結：<https://www.104.com.tw/job/7grj2?jobsource=cs_2018indexpoc>

【職缺名稱】Commercial Coordinator (6 months program for Fresh Graduate)

【應徵人數】1名

【實習內容】

• Support the commercial director with assigned duties.

• Assist the procurement and commercial functions.

• Prepare project and departmental documentation, forms, procedures and templates.

• Support the review of contracts to ensure compliance with all laws, regulations, company policies and procedures.

• Support contract managers with contract administration duties.

• Support estimating and risk assessment activities.

• Support budgeting, cost control and insurance activities.

• Assist with preparation of data, drafting reports and compiling presentations.

• Other commercial administration work, as required.

此職缺為6個月合約，大家表現良好將有機會轉正

【應徵條件】

• Educated to degree level in commercial management, engineering, quantity surveying.

• Good IT skills, strong with MS Office suite, particularly MS Excel.

• Possesses a good attention to detail, organizational skills and the ability to multi-task.

• Capable of professionally managing confidential information.

• A positive mind-set with strong self-motivation and resilience, a flexible and proactive approach to creatively tackling problems.

• Possession of excellent numeracy skills.

• Possession of excellent written and oral communication skills.

• A strong command of English is a prerequisite for the role.

【薪資】薪資：面議(經常性薪資達 4 萬元或以上)，將配有個人筆電

【上班時間】9:00-18:00（午休一小時）此職缺為Full-time，一周需五天上班

O&M Assistant (Intern)

104連結：<https://www.104.com.tw/job/7j5sz?jobsource=cs_2018indexpoc>

【職缺名稱】O&M Assistant (Intern)

【應徵人數】1名

【實習內容】

The candidate will be responsible for undertaking procurement related administrative tasks for an operating windfarm. She/he shall possess good analytical and time management skills to facilitate work goals.

The position will be based at SRE office in Taipei.

【Key Responsibilities】

• Support the team member with assigned duties and ensure deliverables are followed up in a timely fashion.

• Assist the procurement and commercial functions.

• Support contract managers with contract administration duties.

• Other administration work, as required.

• Support Finance/Procurement colleagues with payment related matters.

【應徵條件】

• Fluent in English writing, reading and speaking.

• Good at numbers and have attention to details.

• Moderate computer proficiency.

• Able to manage multi-task and have good interpersonal skills.

• Able to work independently but also a good team player.

• Passionate to pursue career in offshore wind industry.

• Entry level - fresh grads or people with 2 years of working experience in admin or procurement related fields.

【薪資】薪資：時薪180元，將配有個人筆電

【上班時間】09:00 - 18:00（午休一小時）

【工作地點】 台北市信義區信義路五段108號10樓，離101捷運站約5分鐘距離

【工作福利】

1. 五星級零食飲料咖啡吧，免費零食牛奶任你取用

2. 擁有個人升降桌，可依工作狀態調整高度

3. 寬敞的遊戲室，上班累了可以玩飛鏢機、打桌球紓壓一下！

4. 不定時聚餐跟各節日禮物

**企業統編**

24784410

**保險資訊**

提供勞保

**投遞截止日期**

2022/04/20