



## Taipei Dangdai | Operations Assistant

---

Taipei Dangdai is looking for a well-organised and detail-oriented Operations Assistant. Taipei Dangdai, presented by UBS, will be held from 9 – 11 May 2025 (VIP Preview 8 May), at Taipei Nangang Exhibition Center. For more information on Taipei Dangdai visit [taipeidangdai.com](http://taipeidangdai.com).

### Job Description

- General administration support to Director of Exhibitor Operations, Operations Manager, and Gallery Relations Manager per-fair and on-site.
- Coordinate compulsory forms submissions via the exhibitor portal.
- Coordinate access passes submission via the exhibitor portal, as well submissions update, keeping track of missing submission, download and format content for pass printing.
- Coordinate pass printing with pass production company and Operations Manager.
- Creation and distribution of shipping vehicle passes with Operations Manager.
- Support Operations Manager with signage production.
- Production of all printed material for exhibitors on-site, including welcome packs.
- On-site organisation of Organisers' Office, Staff Office and Info Desk.

### Duration | 1 April – 12 May 2025

From 1 April until 2 May 2025: 5 days a week, 10am – 6.30pm – in the office  
5 – 12 May 2025: weekend included – on-site at the Fair venue

### Prerequisites

- Eligible to work in Taiwan is mandatory.
- Excellent written and verbal communication skills in English and Chinese.
- Excellent organisational skills as well as attention to detail are essential.
- Ability to work well under pressure.
- Highly computer literate, and proficiency in Microsoft Office (Word, Excel, PowerPoint).
- In this role you will be reporting directly to the Director of Exhibitor Operations, Operations Manager, and Gallery Relations Manager.

To apply submit your CV and cover letter addressing the points above to Debora Ferrarini, Director of Exhibitor Operations, [df@taipeidangdai.com](mailto:df@taipeidangdai.com).