

職缺徵才內容

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| 公司名稱 | (ASML)台灣艾司摩爾科技股份有限公司 |
| 產業類別 | 半導體製造業 |
| 公司簡介 | 總部位於荷蘭的 ASML (台灣艾司摩爾) 是全球最大晶片微影設備市場的翹楚，為半導體製造商提供微影設備及相關服務，英特爾、三星和台積電等全球頂尖的半導體廠皆為 ASML 的客戶。30 多年來，ASML 透過和客戶及供應商的緊密合作，搭配上高效能的營運流程，以及來自全球的優秀員工，逐步開創了我們在晶片微影領域的技術領先地位，協助其設計研發及整合高階系統，開發可用於各類資訊科技產品、行動通訊及物聯網相關產品的晶片。 |
| 公司網址 | https://www.asml.com |
| 工作性質 | 實習 (兼職) |
| 上班時段 | 日班 (9:00-18:00) |
| 科系限制 | 人資/商管/外語相關科系 |
| 學歷要求 | 大學、碩士 |
| 薪資待遇 | 時薪 \$180 - \$200 |
| 休假制度 | 週休二日 |
| 工作地點 | ASML 新竹總部 (新竹市公道五路三段一號十一樓) |
| 聯絡人 | Serena Hsu |
| 連絡 E-Mail | serena.hsu@asml.com |
| 工作職稱 | Intern - HR People Services Asia (1-year-contract) – Hsinchu |
| 工作內容 | <p>Introduction to the job</p> <p>The HR People Services Asia team could be the best place to start your HR career journey. We are the 1st line to handle HR daily transactions and incoming EE/Manager/HR questions cross Asia countries.</p> |

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| | <p>As an PS intern, you can gain office soft/hard skills and HR knowledge by working with us and utilizing company resources. This is an energetic team with many experts of HR process and system where you can learn a lot and have fun!</p> <p>Role and responsibilities</p> <ul style="list-style-type: none"> • Co-work with People Services Advisors to conduct the best services for our internal customers. We will need your creativity to think about the best way on how to tackle with administration work; at the meanwhile, you will be given flexibility and prompt support from the team whenever you need a help. • Manage employee data documentation including logistic arrangements and maintenance (p-file and digital filing) • Collaborate with People Services advisors to provide administrative support to different countries in Asia • Participate ad-hoc assignment (e.g. film/edit videos, coordinate team activity, involve project) <p>Education and experience</p> <ul style="list-style-type: none"> • Bachelor / Master <p>Diversity & Inclusion</p> <p>ASML is an Equal Opportunity Employer that values and respects the importance of a diverse and inclusive workforce. It is the policy of the company to recruit, hire, train and promote persons in all job titles without regard to race, color, religion, sex, age, national origin, veteran status, disability, sexual orientation, or gender identity. We recognize that diversity and inclusion is a driving force in the success of our company.</p> |
| 需求條件 | <p>To thrive in this job, you'll need the following skills:</p> <ul style="list-style-type: none"> • Currently studying for Bachelor / Master degree • Good command of English; Korean or Japanese will be a plus • Familiar with Microsoft Excel and PowerPoint • Be optimistic and open-minded at dealing with routine operational work • Able to work at least 20 hours per week, preferably 3-4 days per week • Able to work 1-1.5 years internship will be interviewed first |

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| Notes | 【請至官網投遞履歷!】 https://asml.csod.com/ux/ats/careersite/1/home/requisition/58283?c=asml |
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