

**Company :** BYTE International Co., Ltd (百事益國際 TW HQ , World-Wide 60+ Sites) / A subsidiary of public listed company Gigabyte, Business NO.:42462800

**Webpage:** www.bestyield.com [Subsidiary of Gigabyte (TW IPO:4377) ]

**Keywords :** Venous Industry; Reverse Logistics ; Circular Economy ;RMA/DOA Service ; Warranty; Call Center ; Repair; Rework ; Refurbish; Recycle; Reuse; Reduce; Rethinking.

**Products :** All of ICT Related ..

**Job Description:** GM Special Assistant & After-Service Project Manager

As the top management special assistant, you will own and follow up HQ action items with each territory & site leaders the plans for programs and projects including managing schedule, driving the process, and supporting the project team to innovate, develop and deliver better after-service implementations.

**Key Responsibilities**

1. Follow up HQ comprehensive decision making and meeting minutes to communication & understanding with each project leader world -wide and feedback HQ until case closed & internal or external customers who satisfaction.
2. Actively lead and participate each top management meeting with customers and meeting minutes summary and follow up from better English communication points of view.
3. To help engineering team business engagement with customer for better English communication and internal cross departmental support
4. Making presentation for the implementation strategy to prospective customers, demonstrating the credibility of our delivery organization
5. Co-work with HQ top-management for innovative concept of service and offerings to achieve the marketing experience and customer satisfaction
6. Participate in top management governance and provide high level quality 6M control
7. Keep tracking and forecast pipeline of consulting revenue and bookings for opportunities and existing engagements
8. Engage with internal and external customers and act as the top management sponsor of key projects and important issues
9. Present directional ideas and strategies to the Management Team in English

**Skills and Experience:**

1. Excellent communication and understanding skills, both written and oral , especially in

excellent English

2. Fully comprehend the HQ's leading governance and implementation to a project management-based concept, with the ability to draw on these to implement a tailored, appropriate framework
3. Sound ICT new after-service business sense and a market-driven approach, with the flexibility to modify approaches to co-work with top management to achieve goals as information changes and events unfold
4. Strong decision-making skills including the ability to balance out the conflicting of interest between engaged parties
5. Self-motivated on work and equipped with interdependent and collaborative capability in a team
6. Easy adapt to multi-cultural environment and able to deal with ambiguity and trouble shoot creatively and result oriented mindset
7. Willing to listen and respond in an objective way, and open to new ideas, while assisting the Top Management.

Benefits:

Starting monthly salary NT40,000 to 45,000, following salary will be adjusted based on performance.

Probation period: 3 months

Year end Bonus: 1~3 month ( Bonus

Working hours: Monday to Friday, 9-5

If you are interested, please write to Angela Yang at following mail:

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