



Trek Internship Program – Global Logistics Intern

A Bit About Us:

Trek is an awesome place to work, with amazing benefits for all employees. We build only products we love, provide incredible hospitality to our customers, and change the world by getting more people on bikes. When you're on our team, you're taken care of, encouraged to learn and grow, and given lots of opportunities to do so. Give us your best, and we'll give it right back. Sound pretty sweet? Then come join us!

Job Description:

Trek Global Logistics team is looking for an intern who is eager to learn more about international trade. As a member of our Global Trade & Logistics team, the Global Logistics intern will learn how to develop, implement, and manage processes related to Trek's global logistics operations at origin. The position will work with suppliers, carriers, NVOCC (Non-Vessel Operating Common Carrier), and supply chain team as a subject matter expert in global supply chain operations.

What You Will Do:

- Support Implement, manage, and maintain automated ocean and air freight booking processes for global destinations for Trek's transportation management system.
- Analyze interpret and implement key performance metrics for logistics operations.
- Identify and support logistics process improvements (Continues Improvement) with both internal Trek buyers and external Trek suppliers.
- Support shipment management
- Prepare and implement standard operating policies and procedures for global logistics processes.
- Other requirements to support Trek's global supply chain, as needed or identified.

Qualifications:

- Bachelor's Degree study in Logistics, Supply Chain or related majors.
- Good written and verbal communication skills in both Mandarin Chinese and English.
- Good understanding in Microsoft Office tools. (word, excel, power point...).
- Team player with proactive, positive work attitude and desire to learn more about global logistics.



Contract type:

- 6 months / 12 months

Working Hours:

- Mondays to Fridays – 8:30 am to 6:00 pm (Lunch break 1.5 hours)

Benefits & Perks:

- Flexible working hours.
- Company events & sports clubs
- Free snacks, monthly Teatime & team building
- Health, Labor and Group Insurance

Compensation:

- TWD\$28,590 per month

Interview process:

- Resume screening
- Peers interview
- Hiring Manager Interview

If you are interested in this opportunity, please send your CV to and alex_chang@trekbikes.com (Global Logistics Manager)