



2026 Youth Overseas Internship Program Internship Position Description Form

Part A. Organization Information

(To be completed once per organization)

1. Organization Name:

Giftpack Inc

2. Organization Overview:

Giftpack is an Operating System of Emotional Intelligence for Enterprises — a scalable SaaS platform that redefines how organizations foster human connection through AI-powered, cross-border incentive automation. We empower HR, sales, and marketing teams to deliver personalized emotional touchpoints at scale, seamlessly embedding emotional intelligence into onboarding, retention, customer loyalty, and partner engagement — all without the operational burden of traditional gifting. Turn emotional gestures into measurable, programmable assets.

3. Department / Division (if applicable):

Type of Organization: ☒ Private Company ☐ NGO ☐ Public Sector
☐ Research Institute ☐ Other: _____

4. Industry / Field:

- ☐ Manufacturing
- ☐ Transportation and storage
- ☐ Accommodation and food service activities
- ☐ Information and communication
- ☐ Financial and insurance activities
- ☒ Professional, scientific and technical activities
- ☐ Administrative and support service activities
- ☐ Public administration and defense; compulsory social security
- ☐ Education
- ☐ Human health and social work activities
- ☐ Arts, entertainment and recreation
- ☐ Other service activities



**5. Website / Social Media:**

<https://giftpack.ai>

<https://www.linkedin.com/company/giftpack>

6. Address / Location:

199 Water Street, New York, NY10038

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Part B. Internship Position Information

(Please complete one section per internship position.

If offering multiple positions, please duplicate this section as needed.)

1. Internship Title & Vacancies

- **Official Internship Title:** Social Media Growth Manager
- **Number of Openings:** Vacancies 1-2

2. Internship Details

- **Duration (Start Date – End Date):** 2026/6/22~2026/9/18 (Contract extension is contingent upon performance evaluation results).
- **Working Hours per Week:** 40 hours
- **Type of Internship:** ☒ Project-based ☐ Rotational ☐ Research
☐ Administrative ☐ Other: _____

3. Key Responsibilities

- You can develop and implement data-driven growth strategies to expand our social media presence, with a strong focus on LinkedIn and other channels relevant to corporate audiences.
- You can create engaging, high-impact content tailored to our target audience, driving engagement and generating valuable leads.
- You can analyze social media performance metrics to uncover opportunities for optimization and sustained growth.
- You can build and nurture relationships with influencers, industry professionals, and key corporate stakeholders across social platforms.
- You can stay ahead of the curve by keeping up-to-date with social media trends, tools, and best practices, ensuring our strategy remains innovative and competitive.
- You can collaborate seamlessly with the sales and marketing teams to align social media initiatives with overarching corporate sales goals.

4. Learning Objectives & Expected Outcomes

- **Learning Objectives**
 - i. Develop a strong understanding of multi-platform social media strategy across LinkedIn, TikTok, and other global channels.
 - ii. Learn how to analyze audience insights, engagement metrics, and content performance to refine growth strategies.





- iii. Gain hands-on experience executing end-to-end content production, from ideation to publishing and performance reporting.
- iv. Strengthen brand communication skills by crafting compelling narratives for different audiences.
- v. Collaborate with cross-functional teams (Design, Sales, Customer Success) to align campaigns with business objectives.

- **Expected Outcomes**

- i. Manage active social media channels and contribute directly to follower growth, engagement, and brand awareness.
- ii. Produce high-impact posts, videos, and campaign assets with measurable performance results.
- iii. Deliver data-driven reports and strategic recommendations that improve content quality and growth efficiency.
- iv. Create repeatable workflows, content calendars, and campaign guidelines to support future marketing initiatives.
- v. Support Giftpack's global brand positioning through consistent, high-quality digital storytelling.

5. Supervisor/Mentor Information

- **Name / Title:** Archer Chiang / CEO

6. Qualifications & Requirements

- **Required Academic Background:** N/A
- **Preferred Skills / Experience:**
 - i. Experience in social media management, digital marketing, or related roles.
 - ii. Proven track record of driving growth on LinkedIn and other platforms, especially for B2B or corporate-focused brands.
 - iii. Expertise in social media analytics tools to track performance and guide strategy (e.g., Hootsuite, Buffer, or native platform tools).
 - iv. Strong understanding of content marketing and lead generation strategies.
 - v. Exceptional communication and copywriting skills tailored to professional and corporate audiences.

7. Compensation & Benefits





- **Salary / Allowance:** Unpaid with Taipei City government sponsorship. If government sponsorship is unavailable or partial provided, we will match the New York City required hourly rate.
- **Accommodation / Transportation / Meals Provided:** N/A

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Part B. Internship Position Information

(Please complete one section per internship position.

If offering multiple positions, please duplicate this section as needed.)

1. Internship Title & Vacancies

- **Official Internship Title:** Sales Operations
- **Number of Openings:** Vacancies 2

2. Internship Details

- **Duration (Start Date – End Date):** 2026/6/22~2026/9/18 (Contract extension is contingent upon performance evaluation results).
- **Working Hours per Week:** 40 hours
- **Type of Internship:** ☒ Project-based ☐ Rotational ☐ Research
☐ Administrative ☐ Other: _____

3. Key Responsibilities

- You can proactively identify and engage potential enterprise clients across various industries, opening doors to exciting opportunities.
- You can deliver high-quality, tailored product demos that address the unique needs of each prospect.
- You can build and maintain a strong sales pipeline, qualifying leads and fostering lasting relationships.
- You can effectively communicate the value of our products and services, captivating decision-makers and stakeholders.
- You can collaborate with internal teams to ensure smooth client onboarding and exceptional post-sales support.
- You can consistently meet or exceed sales targets, driving growth and making a measurable impact on the company's success.

4. Learning Objectives & Expected Outcomes

- **Learning Objectives**
 - Understand the full sales lifecycle—from lead generation and CRM management to forecasting and deal closing.
 - Learn to use enterprise tools such as HubSpot, Apollo, and internal dashboards to support revenue operations.
 - Strengthen communication and negotiation skills through interactions with global clients.





- iv. Build operational excellence through structured documentation, reporting, and process optimization.
- v. Collaborate with Sales, Marketing, Finance, and Supply Chain teams to support seamless B2B workflows.

- **Expected Outcomes**

- i. Maintain accurate and organized CRM data that supports sales forecasting and pipeline visibility.
- ii. Prepare high-quality proposals, quotes, and customer documentation to assist in closing deals.
- iii. Coordinate internal and external stakeholders to ensure smooth order fulfillment and customer satisfaction.
- iv. Produce weekly or monthly sales performance reports and contribute insights for strategic planning.
- v. Improve operational processes that directly support revenue growth and customer retention.

5. Supervisor/Mentor Information

- **Name / Title:** David Lee / Head of Business Operations
- **Supervision Method:** (e.g., regular meetings, mentorship, project-based guidance) KPI-based performance with 360 Giftpack evaluation method.

6. Qualifications & Requirements

- **Required Academic Background:** N/A
- **Preferred Skills / Experience:**
 - i. Experience in B2B sales, with a focus on enterprise-level clients.
 - ii. Proven ability to take product demos and close deals independently.
 - iii. Strong communication and presentation skills, with the ability to engage C-suite executives and stakeholders.
 - iv. Demonstrated success in building and managing a sales pipeline, from lead generation to closing.
 - v. Familiarity with CRM tools (e.g., Salesforce, HubSpot) and sales enablement platforms.
 - vi. Excellent negotiation skills and a customer-centric approach to selling.

7. Compensation & Benefits

- **Salary / Allowance:** Unpaid with Taipei City government sponsorship. If government sponsorship is unavailable or partial provided, we will match the New York City required hourly rate.





- **Accommodation / Transportation / Meals Provided: N/A**

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Part B. Internship Position Information

(Please complete one section per internship position.

If offering multiple positions, please duplicate this section as needed.)

1. Internship Title & Vacancies

- **Official Internship Title:** Supply Chain Manager
- **Number of Openings:** 4

2. Internship Details

- **Duration (Start Date – End Date):** 2026/6/22~2026/9/18
- **Working Hours per Week:** 40 hours
- **Type of Internship:** ☒ Project-based ☐ Rotational ☐ Research
☐ Administrative ☐ Other: _____

3. Key Responsibilities

- You can optimize the global supply chain with smart strategies
- You can handle the support from partners to clients worldwide
- You can ensure timely response and resolution of customer issues.
- You can apply great cost-cutting tactics to get more profits
- You can make the daily overwhelming routine not boring
- You can do data-driven analysis to keep the satisfaction rate of stakeholders
- You can select the highest-quality products from a vast market.

4. Learning Objectives & Expected Outcomes

- **Learning Objectives**
 - i. Develop practical understanding of global procurement, production planning, logistics, and fulfillment workflows.
 - ii. Learn to manage vendor onboarding, quality control, inventory tracking, and cost optimization.
 - iii. Acquire knowledge of international shipping, customs regulations, and compliance requirements.
 - iv. Strengthen problem-solving and supplier negotiation skills in real-world scenarios.
 - v. Gain exposure to cross-border B2B operations within a fast-moving AI-powered gifting platform.





● **Expected Outcomes**

- i. Successfully coordinate supplier communication, production timelines, and shipment schedules across multiple regions.
- ii. Build and maintain inventory dashboards that improve stock accuracy and prevent delays.
- iii. Ensure timely international deliveries through effective logistics planning and customs clearing.
- iv. Recommend process improvements that reduce lead time, minimize cost, and enhance reliability.
- v. Support Giftpack's global fulfillment capabilities, contributing to customer satisfaction and operational scalability.

5. Supervisor/Mentor Information

- **Name / Title:** Caroline Sun / General Manager

6. Qualifications & Requirements

- **Required Academic Background:** N/A
- **Preferred Skills / Experience:**
 - i. Experience in supply chain operation and e-Commerce/Retail
 - ii. Strong product sense and brand knowledge, able to select supply chain recommendations that satisfy clients.
 - iii. Outstanding presentation/pitching skills with Keynote / PowerPoint
 - iv. Project management and multitasking
 - v. Data analysis skills with Excel, Tableau, Python, or other related tools
 - vi. Speak both English and Mandarin

7. Compensation & Benefits

- **Salary / Allowance:** Unpaid with Taipei City government sponsorship. If government sponsorship is unavailable or partial provided, we will match the New York City required hourly rate.
- **Accommodation / Transportation / Meals Provided:** N/A

