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**Job Description – Procurement Coordinator**

Department: Logistics and Assets Management

Report to: Associate Director

**Position Summary**

* Responsible for fully implementation of asset procurements - organizing and managing asset procurement activities, conducting asset procurement of commodities, services and engineering works in accordance with related regulations;
* Formulate asset procurement budgets and plans, conduct procurement on the basis of the budget plan from Finance Department, ensure the implementation rate;
* Supervise legality, compliance and timeliness of asset procurement procedures, deal with problems and complaints occurred during the procurement procedures;
* Perform other duties as assigned.

**Qualification**

* Master’s degree or intermediate title
* Familiar with national and provincial asset procurement related laws and regulations; have five or above professional work experience
* Be honest in performing official duties, and adhere to principles
* Have good organizing and communication skills, service awareness, and high executive abilities
* Have the ability to write and speak in both Chinese and English.

**Preferred Qualification**

* Overseas education background or work experience background.

**岗位书 – 采购主管**

部门：后勤与资产管理部 汇报：副主任

**岗位职责**

1. 负责学校采购工作的具体落实，组织管理采购活动，按规定受理、承办全校需要采购的货物、服务、工程类项目；
2. 整理制定采购预算与计划，按照财务下达预算金额执行，确保执行率；
3. 监督各采购流程的合法、合规与时效性，处理采购过程中产生的疑问、投诉等；
4. 完成领导交办的其他工作。

**招聘条件**

1. 研究生或中级职称
2. 熟悉国家、省市采购相关政策法规，五年以上专业工作经验
3. 廉洁奉公，坚持原则
4. 良好的组织沟通能力、服务意识，执行力强
5. 有一定的中英文书面和表达能力

**优先条件**

（1）有海外留学或工作经验者优先