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**Job Description –Assistant Director, Logistics and Assets Management**

Department: Logistics and Assets Management Report to: Director

 **Position Summary**

* Formulate and improve relevant regulations and measures for state-owned asset management and asset procurement;
* Assist the director with annual budget; formulate, supervise and conduct the University’s asset allocation strategy;
* Assist the director to review the procurement of equipment, service, reconstruction projects, as well as asset allocation and pickup, in order to achieve better planning and management of state-owned assets;
* Allocate and review procurement task; manage bid information;
* Organize demonstration of all types of large-scale equipment; perform pre-review of procurement applications; manage small-scale construction projects;
* Organize asset inspection and assessment; responsible for asset repair, maintenance, disposition;
* Responsible for the management of the University’s large-scale equipment maintenance, review of asset maintenance, and coordination with Campus Planning and Construction;
* Responsible for the training for asset management staff and asset purchasers, maintaining a clean and honest administration;
* Perform additional duties as assigned

**Preferred Qualification**

* Master’s degree or above, or Intermediate Professional Title;
* Minimum 5 years administrative or supervisory experience;
* Familiar with measures for government procurement and asset management; experience in project management and equipment management;
* Excellent demonstrated organizational skills and demonstrated ability to solve problems and manage complex workflows;
* Capable of speaking and writing in both English and Chinese
* Adhere to principles, perform duties honestly.

**岗位说明书–后勤与资产管理部助理主任**

部门：后勤与资产管理部 汇报：后勤与资产管理部主任

**岗位职责：**

1. 制定、完善学校资产采购、资产管理相关规章制度；
2. 配合部门负责人编制部门相关年度预算，编制学校年度资产配置计划并监督实施；
3. 配合部门负责人审核学校各设施设备、服务、零星工程改造类项目的采购（或监督采购）、资产配置及领用，做到采购流程合法合规，国有资产合理使用；
4. 采购任务分配审核，部门招标信息发布管理等；
5. 组织各类专项设备及大型仪器设备前期论证；设备采购申请的前期审核工作；（小型工程管理）校内小型工程项目的管理；
6. 组织开展学校资产清查、核查工作，负责资产报废、报损、报失等处置工作；
7. 负责学校大型设备维护管理，审核资产维修，协调与校建部相关工作；
8. 负责对学校资产管理人员及采购人员安排相关专业培训，抓好廉政建设；
9. 领导交办的其它工作。

**优先条件：**

1. 具备硕士及以上学位或中级职称；
2. 5年以上相关行政或管理经验；
3. 熟悉政府采购与资产管理办法，具有项目管理或设备管理经验；
4. 具备优秀的组织能力，解决问题与管理复杂工作流程的能力；
5. 具备一定的中英文书面和表达能力；
6. 廉洁奉公，坚持原则。