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

Department: Logistics and Assets Management Report to: Vice-Chancellor

 **Position Summary**

* Responsible for daily management of Logistics and Assets Management department.
* Responsible for supervision and assessment of Logistics staff’s work performance, comment on the pay raise or promotion of Logistics staff.
* Based on the University’s strategic plan, make department’s annual work plan, formulate or improve relevant regulations and policies.
* Prepare annual budget relating to Logistics and Assets Management; review the procurement of equipment, services and renovation project and asset allocation; ensure proper procurement process and proper use of state-owned assets.
* Represent the University to supervise and assess the daily work of Wenzhou-Kean Asset Management and Operations Company.
* Supervise campus safety management and health service center, to ensure campus safety and security.
* Strength communication and cooperation among various departments.
* Complete other work assigned by superiors.
* Ability to negotiate contracts.

**Preferred Qualification**

* Master’s or higher degree in management field or Intermediate Professional Title.
* Over 5 years’ working experience in logistics or asset procurement and management.
* Strong organization, communication and coordination ability. Have strong sense of services and responsibility, and willing to work under heavy workload and high pressures.
* Capabilities of speaking and communicating in English at work.
* Proven record of ability to supervise.
* Overseas study or working experience.

**岗位书 - 后勤与资产管理部主任**

部门：后勤与资产管理部 汇报：副校长

**岗位职责：**

1. 全面负责后勤与资产管理部的日常管理工作；
2. 负责对部门员工的工作完成情况进行监督与考核，对部门员工的加薪或晋职提出考评意见；
3. 根据学校战略规划，负责制定部门年度工作计划，制定或完善部门相关规章制度，并监督执行；
4. 编制部门相关年度预算，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；
5. 代表学校监督、考核资产经营管理公司的日常工作；
6. 监督校园安全管理工作及医务中心工作，确保校园安全卫生；
7. 加强与各部门之间的沟通与合作，保证部门工作及学校工作的顺利进行；
8. 能够进行合同谈判；
9. 完成领导交办的其他工作。

**优先条件：**

1. 管理类专业硕士或中级职称及以上；
2. 5年以上后勤或资产采购与资产管理工作经验；
3. 有优秀的组织、沟通能力，应变能力强，良好的服务意识，抗压能力强，能胜任加班等高强度的工作环境；
4. 能用英语作为工作语言交流与沟通。
5. 能提供有管理经验的相关佐证记录。
6. 有海外留学或工作经验。