**Job Description – Inventory Management Staff**

Department: Logistics and Assets Management Report to: Asset Management Coordinator

**Responsibilities：**

1. Responsible for daily management of all asset warehouses and office supplies.
2. Participates in acceptance check of fragmentary equipment.
3. Assists with inspection of WKU assets.
4. Responsible for borrowing arrangement of items for major special events.
5. Responsible for arrangement of asset maintenance and corresponding reimbursement.
6. Assist to improve asset management system.
7. Perform other duties as required.

**Qualification**

Required Qualification

1. Bachelor’s or higher degree in Logistics, Finance or other related fields.
2. Two years of relevant experience.
3. Adhere to principles, perform duties honestly, have good organizational and coordination skills.
4. Basic fluency in both oral and written English

Preferred Qualification

1. Overseas study or working experience.
2. Fluent in Wenzhou language, familiar with Wenzhou local conditions

**岗位书 – 仓库管理岗**

部门：后勤与资产管理部 汇报：资产管理主管

**岗位职责：**

1. 负责学校各资产仓库的日常管理，办公用品的发放；
2. 参与学校零星设备的验收；
3. 配合开展学校资产清查工作；
4. 负责学校大型活动的物品借用安排；
5. 负责资产维修安排及相应的报销工作；
6. 配合做好资产管理制度建设及宣传；
7. 领导交办的其它工作。

**聘任条件：**

必备条件

1. 本科及以上，物流或财务等相关专业；
2. 至少两年相关工作经验；
3. 坚持原则，廉洁奉公，有较强的组织、协调能力；
4. 基本的英语书面及口语表达能力。

优先条件

1. 有海外留学、相关工作背景者优先考虑；
2. 会讲温州话，熟悉温州当地情况。