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**Job Description –Wenzhou-Kean Asset Operations & Management Company Associate Managing Director**

Department: Wenzhou-Kean Asset Operations & Management Company

Report to:

**Company Summary**

Wenzhou-Kean University Asset Operations & Management Company (preparation) is a limited liability company with legal person sole investment, fully invested by Wenzhou-Kean University. The company legally manages equity and business assets, holds rights and responsibilities as a investor, undertakes duties of preserving and increasing the value. Main business scope: carry out outward investment, operation and management in accordance with national laws, regulations and policies; equity replacement and transfer; equity acquisition, corporate mergers and asset reorganization; patent and special technology and other intangible asset investment, management; transfer of high-tech achievements; asset custody as well as technological, economic, financial and cultural consultation and services.

 **Position Summary**

* Be responsible for daily routine management of the company, organize and implement the company’s annual operation plan and investment proposals, represent the company to sign contracts.
* Hold board meetings, execute and carry out the resolutions, check on progress of decisions made in the meetings, and report to the board.
* Accept supervision from Logistics and Assets Management.
* Be responsible for building efficient management team, adjusting or reorganize Wenzhou-Kean Service Company.
* Perform other department tasks when necessary.

**Qualification**

* Bachelor’s degree (or above), eight years (or more) of professional work experience in enterprise or higher education institutions.
* Honest, careful and diligent, great organizational and communication skills, strong sense of responsibility.
* Competitive capability in marketing, analysis and judgment, and creative spirit.
* Familiar with relative laws and regulations about enterprise operations.

**Preferred Qualification**

* Master’s degree in management related major.
* Excellent oral and writing English.

**岗位书 –温州肯恩大学资产经营管理有限公司负责人**

部门：温州肯恩大学资产经营管理有限公司 汇报：

**公司简介：**

温州肯恩大学资产经营管理有限公司（筹）是由温州肯恩大学出资设立的法人独资有限责任公司，依法经营和管理学校所投资企业的股权和经营性资产，行使出资人的权利，履行出资人的义务，承担国有资产的保值增值责任。主要经营范围：国家法律、法规及政策允许范围的对外投资、经营与管理，对外投资资产的股权置换与转让；股权收购、公司兼并与资产重组；专利和专用技术等无形资产的投资、经营；高新技术成果的转化，转让及产业化；资产托管及科技、经济、金融、文化的咨询和服务。

**岗位职责:**

1. 全面负责公司的日常管理工作，组织实施公司年度经营计划和投资方案，代表公司签署有关文件；
2. 召集和主持董事会，执行、实施董事会的各项决议，检查董事会议的落实情况，并向董事会报告；
3. 接受学校后勤与资产管理部的工作监督，保证相关工作的顺利进行；
4. 负责建设高效的经营管理团队，并根据实际情况调整或重组温州肯恩服务有限公司；
5. 完成领导交办的其他工作。

**聘任条件：**

必备条件

1. 本科及以上学历，具有企业或高校企业相关高层管理岗八年以上工作经验；
2. 有强烈的事业心和责任感，优秀的组织、沟通能力，应变能力强，廉洁奉公，坚持原则；
3. 具有较强的市场开拓、分析判断能力和创新精神；
4. 熟悉企业运作相关法律法规。

优先条件

1. 拥有硕士或以上管理类文凭者优先考虑；
2. 具有英语沟通能力者优先考虑。