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**Job Description – Logistics Management Coordinator**

Department: Logistics and Assets Management Report to: Associate Director of Logistics and Assets Management

**Position Summary**

* Formulate logistics support annual plan, compile annual budget for main logistics services, as well as the supervision and implementation;
* Supervise and assess works of Wenzhou-Kean Services Co., Ltd and other outsourcing companies;
* Play the leading role in providing logistics support for major campus events;
* Coordination of logistics-related work with other departments;
* Responsible for campus environment maintenance and management. Assist to deal with emergencies and other works such as flood prevention, typhoon defense and etc.
* Perform other duties as required.

**Qualification**

* Bachelor’s or higher degree;
* Familiar with logistics management in higher education institutions, at least five-year related working experience;
* Good communication and coordination skills, strong sense of service, capability to work overtime or under pressure;
* Fluency in both oral and written English;

**Preferred Qualification**

* Overseas study or working experience

**岗位书 – 后勤管理主管**

部门：后勤与资产管理部 汇报：副主任

**岗位职责：**

1. 负责制定学校后勤保障年度计划，编制后勤主要服务项目年度预算，并监督执行；
2. 负责对学校公司、各外包公司的工作监督与考核；
3. 负责牵头做好学校各类大型活动的后勤保障工作；
4. 协调与各部门后勤有关工作；
5. 负责校园环境的维护与管理，协助做好校内突发事件的处理和防汛、防台、迎峰度夏工作；
6. 完成领导交办的其它工作。

**聘任条件：**

必备条件

1. 本科或以上学历；
2. 熟悉高校后勤管理工作，五年以上相关工作经验；
3. 有较强的沟通能力、协调能力、服务意识，能胜任加班等高强度的工作环境；
4. 英语流利。

优先条件

（1）有海外留学或工作经验者优先