



温州肯恩大学  
WENZHOU-KEAN UNIVERSITY

## 岗位说明书——采购管理专员

所属部门：后勤与资产管理部

汇报机制：助理主任

### 岗位职责：

1. 采购学校订制类产品、设计类服务；
2. 管理采购项目，参与各采购项目的前期调研、预算控制与拟定、标书技术参数的起草、参与标书评分标准等内容的审核制定；
3. 对经办的采购项目全程跟踪，在法律制度允许范围内最大限度满足使用方需求执行；
4. 维护日常供应商管理，并协调处理项目配合事项；
5. 完成交办的其它工作。

### 聘任条件：

#### 必备条件：

1. 硕士学历及以上，设计类及相关专业，至少一年相关工作经验；
2. 有良好的审美能力；
3. 坚持原则，廉洁奉公，有较强的组织、协调能力；
4. 具备一定的英语书面及口语表达能力。

#### 优先条件：

1. 具备海外留学、相关工作背景；
2. 具备高校采购管理工作经验。



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## Job Description - Procurement Management Specialist

Department: Logistic and Assets Management

Report to: Assistant Director

### Responsibilities:

1. Purchase customized products and design-related services;
2. Manage procurement projects; participate in the early-stage research, budget control and decision, bidding document preparation, formulation and review of bid scoring criteria and other contents of each procurement projects;
3. Follow up the whole process of the procurement projects and implement to meet the user's needs as much as possible under the laws and regulations;
4. Maintain the relationships of suppliers and coordinating with project cooperating items;
5. Undertake other assigned tasks.

### Qualification:

#### Required:

1. Master's degree or above, majored in design or design-related, at least one year of relevant working experience;
2. Good aesthetic sense;
3. Adhere to principles, perform duties honestly, and good organizational and coordination skills;
4. Basic English writing and speaking skills.

#### Preferred:

1. With overseas education background and relevant working experience enjoys priority;
2. Working experience in procurement management at university enjoys priority.