



温州肯恩大学
WENZHOUCHEAN UNIVERSITY

岗位说明书——工程前期工作管理岗

所属部门：校建部

汇报机制：校建部主任

岗位职责：

1. 负责校园建筑功能确定，协调校园建筑总体风格。
2. 协助工程设计阶段的各类招标工作。
3. 负责组织设计各阶段的工作对接和会审。
4. 负责办理工程前期阶段各类审批手续。
5. 负责相关专业的技术审查工作。
6. 完成领导交办的其他工作。

必备条件：

1. 本科及以上学历，建筑学或相关专业；
2. 五年及以上工程前期或现场管理经验；
3. 具有中级（含）以上技术职称；
4. 熟悉国家省、市工程建设的法律、法规和规范，掌握行业业务管理相关知识；
掌握本专业技术知识；
5. 坚持原则，廉洁奉公，有一定的组织、协调能力；
6. 有一定的中英文书面和口头表达能力。

优先条件：

1. 有海外留学及工作背景者优先考虑。



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Job Description – Construction preliminary work management specialist

Department: Infrastructure & Campus Planning

Report to: Director

Responsibilities:

1. Responsible for the determination of campus building functions and coordinate the overall style of campus buildings.
2. Assist with all kinds of bidding works in the engineering construction phase.
3. Responsible for organizing and designing internal joint hearing at each stages.
4. Responsible for going through all kinds of examination and approval formalities in the construction stage.
5. Responsible for technical reviewing panel of relevant professions.
6. Complete other tasks assigned by the leaderships.

Required Qualification:

1. Bachelor degree or above, major in Architecture or related.
2. At least five years of working experience as Civil Engineering Site Management personnel;
3. Intermediate technical title or above;
4. Be familiar with the laws, regulations and norms of engineering construction issued by nation, province and city, and master relevant knowledge about the professions and the administration in the field;
5. Stick to principles and insist anti – corruption, with strong organizing and coordinating ability.
6. Has ability of written and oral expression in English;

Preferred Qualification:

1. Candidate who has background of studying or working abroad is preferred.