



温州肯恩大学  
WENZHOU-KEAN UNIVERSITY

## 岗位说明书——零星工程采购岗

所属部门：后勤与资产管理部

汇报机制:主管

### 岗位职责：

1. 负责组织学校零星改造工程、装修工程、信息化系统工程和绿化工程等的采购相关工作；
2. 负责相关工程配套的货物及服务的采购；
3. 负责与代理公司、第三方造价咨询公司、施工单位、设计单位、监理单位的对接工作；
4. 负责相关采购项目的档案整理；
5. 领导交办的其它工作。

### 必备条件：

1. 本科且具有中级工程师职称，或硕士以上学历；
2. 熟悉政府采购流程；
3. 坚持原则，廉洁奉公，良好的沟通能力，具备团队合作能力；
4. 一定英语听说读写能力。

### 优先条件：

1. 有海外留学、相关工作背景者优先考虑。



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## **Job Description - Project Procurement Specialist**

Department: Logistics and Assets Management

Report to: Coordinator

### **Responsibilities:**

1. Responsible for procurement of renovations, decorations, information systems projects and equipment, landscape projects and materials, maintenance projects, etc.
2. Responsible for purchasing goods and services relating to projects.
3. Responsible for coordinating with procurement agencies, third-party cost consulting companies, small project construction units, design units and supervision units.
4. Responsible for project archiving.
5. Perform other duties as required.

### **Required Qualification:**

1. Bachelor's degree with an intermediate engineer title, or Master's or higher degree.
2. Familiar with government procurement procedures.
3. Adhere to principles, perform duties honestly, have good communication and teamwork skills.
4. Basic English skills.

### **Preferred Qualification:**

1. With overseas education background and relevant working experience enjoys priority.