**岗位说明书——后勤管理助理主任**

所属部门：后勤与资产管理部 汇报机制:主任

**岗位职责：**

1. 负责后勤保障服务各项经费的预算编制并对执行情况进行考核；
2. 做好精细化后勤管理，根据学校和外包公司签订的物业服务合同要求，做好物业团队的日常管理和监督考核工作；
3. 负责与各部门协调沟通，做好学校大型活动的后勤保障工作；
4. 负责学校各楼宇的统筹管理，主要包括新楼宇投入使用前期与校建部、施工单位的对接，督促维修整改，开荒保洁，楼宇投用后的日常管理等；
5. 监督学校各会议室、报告厅、教室的日常管理；
6. 监督学校其它后勤相关外包团队的工作；
7. 完成领导交办的其他工作。

**必备条件：**

1. 硕士研究生；
2. 熟悉高校后勤管理工作，5年以上高校后勤管理或8年以上企事业单位管理岗工作经验；
3. 有较强的沟通能力、组织协调能力，良好的服务意识，能胜任加班等高强度的工作环境；
4. 坚持原则，廉洁奉公，具备团队合作能力；
5. 熟练的英语听说能力。

**优先条件：**

1. 有海外留学、相关工作背景者优先考虑。

**Job Description - Assistant Director**

Department: Logistics and Assets Management Report to: Director

**Responsibilities:**

1. Responsible for the budgeting of all funds for logistics services and budget performance assessment;
2. Perform delicacy management in logistics management, including daily management, supervision, and assessment of the property team (113 people at present) according to the requirements of the property management services contract signed with the outsourcing company.
3. Responsible for coordinating with other departments, and providing logistics support for major campus events.
4. Responsible for integrated management of all buildings on campus, including communicating with the campus construction department and construction units before the new buildings being put into use, responsible for the cleaning work and supervising the maintenance work, as well as daily management after the buildings are placed in service;
5. Supervise daily management of all conference halls, conference rooms, as well as and classrooms.
6. Supervise other logistics-related outsourcing teams.
7. Perform other duties as required.

**Required Qualification:**

1. Master’s degree.
2. Familiar with logistics management in higher education institutions, at least five-year related working experience in university logistics management or at least eight-year management experience in enterprises or public institutions.
3. Good communication, coordination, and organizational skills, strong sense of service, capability to work overtime or under pressure;
4. Adhere to principles, perform duties honestly, and teamwork skills.
5. Be fluent in English.

**Preferred Qualification:**

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