



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——采购管理岗

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. 负责学校订制类产品、设计类服务采购；
2. 负责采购项目管理，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其他内容的审核制定；
3. 全程跟踪经办的采购项目，在法律制度允许范围内最大限度满足使用方需求执行；
4. 负责日常供应商管理维护及项目配合事项的协调处理工作；
5. 完成交办的其它工作。

必备条件：

1. 硕士及以上学位或相关专业中级及以上职称，设计类及相关专业；
2. 一年及以上相关工作经验；
3. 有良好的审美能力；
4. 坚持原则，廉洁奉公，有较强的组织、协调能力；
5. 具备一定的英语书面及口语表达能力。

优先条件：

1. 有海外留学、相关工作背景者优先考虑；
2. 有高校采购管理工作经验者优先考虑。



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Job Description - Procurement Management Specialist

Department: Logistic and Assets Management

Report to: Assistant Director

Responsibilities:

1. Responsible for purchasing of customized products and design –related services.
2. Responsible for managing procurement projects; participating 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, implement to meet the user's needs as much as possible under the laws and regulations.
4. Responsible for maintaining the relationships of suppliers and coordinating with .
5. Perform other duties as required.

Required Qualification:

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

Preferred Qualification:

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