



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：主管

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. 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. 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. 领导交办的其它工作。

必备条件：

1. 硕士学历或中级职称及以上，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. 有海外留学、设计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: Logistics and Assets Management

Report to: Coordinator

Responsibilities:

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

Required Qualification:

1. Master’s degree, or intermediate or higher professional title, 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, have good organizational and coordination skills.
4. Basic English writing and speaking skills.

Preferred Qualification:

1. Overseas education background or relevant working experience enjoys priority.
2. Working experience in procurement management at university enjoys priority.