**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. 负责各项目的前期调研、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. 跟进合同的执行，对采购项目从生产阶段直至供货完成前发生的各类状况、突发临时变更进行处理，确保项目变更在法律制度允许范围内最大限度满足使用方需求执行；
4. 负责组织对采购产品或服务的项目验收项和付款结算，协助资产管理部门进行货物入库；
5. 负责寻求最优供应商并维系良好的供求关系；
6. 领导交办的其它工作。

**聘任条件：**

**必备条件：**

1. 硕士，设计类专业；
2. 坚持原则，廉洁奉公，有较强的组织、协调能力；
3. 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。

**Job Description - Procurement Management Specialist**

Department: Logistic and Assets Management Report to: Assistant Director

**Responsibilities:**

1. Responsible for purchasing of customized products and services.
2. Responsible for early-stage research, budget control and decision, bidding document preparation, bidding process participation.
3. Follow up the implementation of contracts, deal with different situations and emergency modification during the period of production stage and supply stage of procurement process.
4. Responsible for the acceptance and payment of procured items; assist asset management staff to check in the items.
5. Responsible for seeking for the optimal suppliers and maintaining the relationships.
6. Perform other duties as required.

**Qualification:**

**Required:**

1. Master’s degree or higher, majored in design.
2. Adhere to principles, perform duties honestly, have good organizational and coordination skills.
3. Basic English writing and speaking skills.

**Preferred:**

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