



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——行政助理兼后勤管理主管

所属部门：后勤与资产管理部

汇报机制:主任

岗位职责：

1. 协助部门负责人做好部门内勤相关工作；
2. 管理部门邮箱，维护网页内容，负责对外信息发布；
3. 负责学校报告厅、电话管理，职工宿舍安排；
4. 协调部门负责的招生工作；
5. 配合校内各部门完成后勤部相关报告与各项数据填报；
6. 协调各外包团队管理；
7. 完成领导交办的任务。

必备条件：

1. 硕士以上学历，五年以上工作经验；
2. 具有较强的文字功底,良好的沟通协调能力；
3. 具有较强的英语听说读写能力。

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 – Administrative Assistant and Logistics

Management Coordinator

Department: Logistics and Assets Management

Report to: Director

Responsibilities:

1. Responsible for assisting the director with administrative works.
2. Manage the department's email box and website contents, and make announcements.
3. Responsible for auditorium and telephone management, as well as staff housing arrangement.
4. Coordinate with student recruitments.
5. Complete Logistics-related reports and data reporting as requested.
6. Coordinate with the management of contractors or outsourcing teams.
7. Perform other duties as required.

Required Qualification:

1. Master's or higher degree, with at least five years of work experience.
2. Good writing skills and communication skills.
3. Professional Working English.

Preferred Qualification:

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