



温州肯恩大学  
WENZHOU-KEAN UNIVERSITY

## 岗位说明书——工程管理岗（室内装饰专业）

所属部门：校建部

汇报机制：校建部主任

### 岗位职责：

1. 负责校园内室内设计方案协调，校园内局部空间室内设计，协调室内装饰材料及工艺做法；
2. 参与工程施工阶段的各类招标和设备服务的采购工作；
3. 负责工程施工期间的质量、安全、进度管理工作及工程投用的后的维修工作；
4. 按规定组织或参加工程各阶段验收工作；
5. 办理施工阶段各类审批手续；
6. 负责相关专业的技术审查工作；
7. 完成领导交办的其他工作。

### 必备条件：

1. 本科及以上学历，室内设计或建筑等相关专业；
2. 三年及以上工程现场管理经验或设计工作经验；
3. 具备优秀的专业技术知识能力，并熟悉国家省、市工程建设的法律、法规、规范和工程建设程序，掌握行业业务管理相关知识，掌握本专业技术知识；
4. 熟练运用 AutoCAD、SketchUp 以及 PhotoShop 等绘图软件，有一定的手绘草图能力，具备创新设计理念；
5. 坚持原则，廉洁奉公，具有良好的团队协作精神。

### 优先条件：

1. 中级（含）以上技术职称，或持有一级建造师、一级注册消防工程师、监理工程师等可聘任为工程师职称的工程技术专业职业资格证书；
2. 有海外留学及工作背景者优先考虑；
3. 有一定的中英文书面和口头表达能力。



## Job Description - Engineering Management Position (Interior Decoration)

Department: Campus Planning & Construction

Report to: Director

### Responsibilities:

1. Be responsible to coordinate for the campus interior design scheme, the interior design of partial space on campus, and the interior decoration materials and craftsmanship;
2. Participate in all kinds of bidding and procurement process of equipment and service in the engineering construction phase.
3. Be responsible for managing quality, safety and schedule during the project construction period, as well as the maintenance work of as-built projects;
4. Organize or participate in the project acceptance testing of each stages by rules;
5. Deal with all kinds of review formalities in the construction stages;
6. Be responsible for technical review of relevant disciplines;
7. Complete other tasks assigned by the leaderships.

### Required:

1. Bachelor degree or above, major in interior design or architecture, or related;
2. At least three years of working experience as civil engineering site management personnel or designer (architect);
3. Possess excellent professional technical knowledge and ability, and be familiar with the national, provincial and municipal laws, regulations, norms and engineering construction procedures, master the relevant knowledge of industrial management, and master professional technical knowledge;
4. Be familiar with drawing software such as AutoCAD, SketchUp and PhotoShop, have an ability of hand-drawn sketching, and have innovative design concept;
5. Adhere to principles and insist anti-corruption, and have a good team spirit.

### Preferred:

1. Candidate who has intermediate (inclusive) technical titles or above, or hold a professional qualification certificate of engineering technology that can be employed as engineers, such as first-level construction engineer, first-level registered fire engineer, supervision engineer, etc.
2. Candidate who has background of studying or working abroad.
3. Candidate who has ability of written and oral expression in English;