**岗位说明书——采购专员**

所属部门：后勤与资产管理部 汇报机制:采购主管

**岗位职责：**

1.负责执行政府采购及学校统一采购相关工作，主要包括与需求部门、代理公司充分沟通，完成采购文件编制、合同签订，监督协调合同执行进度，监督验收流程，协调售后服务等；

2.负责相关采购文件资料的整理归档；

3.实时把握政府采购相关政策，向其他部门提供采购业务咨询。

4.完成领导交办的其他工作。

**必备条件：**

1. 硕士研究生；
2. 熟悉政府采购流程，至少一年采购相关工作经验；
3. 有较强的沟通能力、组织协调能力，具备团队合作能力，良好的服务意识；
4. 坚持原则，廉洁奉公；
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。

**Job Description –Procurement** [**Specialist**](https://wku.edu.cn/wp-content/uploads/2020/03/%E5%90%8E%E5%8B%A4%E4%B8%8E%E8%B5%84%E4%BA%A7%E7%AE%A1%E7%90%86%E9%83%A8%E9%87%87%E8%B4%AD%E7%AE%A1%E7%90%86%E5%B2%97.pdf)

Department: Logistics and Assets Management Report to: Coordinator

**Responsibilities:**

1. Responsible for implement government procurement and university procurement, mainly including communicating with the requirement departments and procurement agencies, completing procurement documents and contract signing, supervise and coordinate contract performances, supervise the acceptance procedures, coordinate after-sales services, etc.
2. Responsible for project documents archiving.
3. Have a good grasp of government procurement policies in real time and provide procurement consultation for other departments.
4. Perform other duties as required.

**Required Qualification:**

1. Master’s degree.
2. Familiar with government procurement procedures, and at least one year working experience related to procurement.
3. Good communication, coordination, organizational skills, teamwork skills, strong sense of service.
4. Adhere to principles, perform duties honestly.
5. Basic English writing and speaking skills.

**Preferred Qualification:**

With overseas education background and relevant working experience enjoys priority