



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——工程前期管理岗

所属部门：校园建设部

汇报机制：校建部助理主任

岗位职责：

1. 负责校园工程前期工作的开展，配合项目立项申报、立项调整等前期工作；
2. 负责校园建筑功能确定；
3. 负责工程设计阶段的各类招标工作，组织设计各阶段的内部会审；
4. 负责办理工程前期阶段各类审批手续，及相关专业的技术审查工作；
5. 协助部门日常文书起草、翻译等综合事务工作；
6. 完成领导交办的其他工作。

必备条件：

1. 工程类相关专业；
2. 本科学历且具备中级（含）以上职称，或研究生（含）以上学历；
3. 1年及以上工程前期管理、现场管理、或设计工作相关经验；
4. 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；
5. 坚持原则，廉洁奉公，具有良好的团队协作精神；
6. 有一定的英文书面和口头表达能力。

优先条件

1. 有海外留学及工作背景者优先；



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Job Description - Prior-Period Engineering Management

Position

Department: Campus Planning & Construction

Report to: Assistant Director

Responsibilities:

1. Be responsible for the preliminary work of campus projects, and cooperate with the preliminary work of project approval and adjustment;
2. Be responsible for determining campus building functions
3. Be responsible for all kinds of bidding tasks in the design phase, and organize the internal review of all stages of design.
4. Be responsible for all kinds of approval procedures in the prior stage of the project, and related professional technical review work;
5. Assist with daily document drafting, translation and other general affairs;
6. Complete other tasks assigned by the leaderships.

Required:

1. Major in engineering or related fields;
2. Bachelor degree with intermediate (inclusive, or above) technical titles, or Graduate degree (or above);
3. At least 1 year of related working experience in prior-period engineering management, on-site management of construction, or design;
4. Possess excellent professional technical knowledge and ability, and be familiar with the national, provincial and municipal laws, regulations, norms and engineering construction procedures, and master the relevant knowledge of industrial management, as well as professional technical knowledge;
5. Adhere to principles and insist anti-corruption, and have a good team spirit;
6. Has ability of written and oral expression in English.

Preferred:

1. Candidate with background of studying or working abroad;