



温州肯恩大学  
WENZHOU-KEAN UNIVERSITY

## 岗位说明书——工程管理岗（家俱软装专业）

所属部门：校园建设部

汇报机制：校建部主任

### 岗位职责：

1. 负责校园建筑的家俱及软装、校园文化的设计及设计管理工作；
2. 参与家俱软装及其他装饰工程的洽商、招标及采购工作。
3. 负责工程施工期间家俱软装专业相关的质量、安全、进度管理工作及工程投用后的维修工作；
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. 软装(家俱)设计等艺术设计专业；
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年及以上该专业工作经验；
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. 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；
6. 坚持原则，廉洁奉公，具有良好的团队协作精神；
7. 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 - Engineering Management Position (Furnishing)

Department: Campus Planning & Construction

Report to: Director

### Responsibilities:

1. Be responsible for the design and management of the furnishing and the campus culture of campus buildings;
2. Participate in the negotiation, bidding and procurement of furnishing and decoration projects.
3. Responsible for the quality, safety and progress management of furnishing during the construction of the project and the maintenance work after the project is put into use;
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. Major in furnishing design, etc. or related area of art design;
2. Bachelor degree with intermediate (inclusive, or above) technical titles, or Graduate degree (or above);
3. At least 1 year of working experience in this field;
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. Be familiar with drawing software such as AutoCAD, SketchUp and PhotoShop, have an ability of hand-drawn sketching, and have innovative design concept;
6. Adhere to principles and insist anti-corruption, and have a good team spirit;
7. Has ability of written and oral expression in English.

### Preferred:

1. Candidate who has background of studying or working abroad;