

YueCheng Education Role Profile

乐成教育岗位说明书

Job Title 岗位	Director of General Administration 综合部总监	Department 部门	General Administration Department 综合管理部
Reports to 汇报上级	COO 首席运营官	Location 工作地点	Central Office 中心办公室

Role Summary 职位目标

This section describes the overall purpose of the role, why it exists and how it adds value to the business.
 本部分用于描述该角色的总体目的、其存在的原因以及它如何为业务增加价值。

The purpose of this position is:

With the guidance of YCE strategic goal, to ensure alignment of the overall strategic plan implementation cross location/functions; formulate and control the policies, systems, processes and standards in purchasing, campus operation, Asset full lifecycle management, and play a leading role in the setup and daily operation of procurement, campus management, administrative offices, and archive centers of YCE Central Office to achieve the goal of functions for cost down, efficient system, professional team and finance sustainability.

该职位设置的目的是:

在 YCE 战略目标的指导下，确保跨地点/职能的整体战略计划实施的一致性；统筹、规划并管控乐成教育采购、校园运营等相关的政策、制度、流程与标准，在采购中心、校园管理中心、资产全生命周期及日常管理过程中发挥主导作用，实现降低成本、系统高效、团队专业、财务可持续的功能目标。

Accountabilities 岗位职责

This is a summary list of statements for key result areas. These accountabilities should normally be ongoing, and unlikely to change significantly from year to year. The focus should be on results rather than activities.
 此项为主要工作内容，该内容通常是持续的，且每年少有显著变化。重点应该放在结果而不是活动上。

1. Establish the work plan and goal setting for the department according to YCE Strategic Goal and Strategic plan of each school and institute, to formulate the annual plan and budget of the department, rationally allocated resources among the team to ensure the achievement of the annual goals.
 根据乐成教育的战略目标及各机构的战略规划，设立本部门发展战略及目标，制定部门年度工作目标，编制部门年度计划及预算，合理配置资源，保证年度目标的达成。
2. Be responsible for sorting and building the overall system, realizing the standardization and regulation of system construction at all levels, and ensuring the relevance and consistency of system documents.
 负责部门整体制度体系的梳理和搭建，实现各层级制度建设的标准化、规范化，确保制度文件之间的关联性、一贯性。
3. Oversee the Procurement function of YCE, standardize the procurement process and establish a transparent procurement system to ensure the product and service is delivered on cost, quality and time by implementing effective supplier management and assessment approaches within or cross functions.
 引领监督公司的采购工作，规范采购流程，建立透明的采购体系，通过实施有效的供应商管理和评估方法，确保产品和服务按成本、质量和时间交付。
4. Be responsible for asset management from budget, procurement, utilization, inventory, disposal, etc., to maintain and increase the value of variety assets by consolidating existed resources.
 负责从预算、采购、部署、盘点、处置等各类资产全生命周期管理，通过整合现有资源实现资产的保值增值。

5. Provide strong support for daily operation, activity support, safety management and fixed assets management on campus and, and guarantee the safe and healthy community environment; formulate the campus service standard, optimize it periodically according to stakeholders' feedback and make sure the supplier service quality is fully complied with the position of the YCE.
为校园日常运营、活动支持、安全管理、固定资产管理提供强有力支持，保障社区环境安全健康；制定校园服务标准，并根据利益相关者的反馈定期优化，确保供应商服务质量完全符合教育的要求与定位。
6. Conduct team building and establish echelons suitable for the department and company development, and ensure high performance of the team; Responsible for the integration of team culture and consciousness, and committed to the realization of culture and the optimization of organizational atmosphere;
进行部门组织建设，打造一支与部门及公司发展相匹配的专业团队，保证组织高绩效发展；负责团队文化与意识的融合，致力于文化的落地和组织氛围的优化。
7. Able to develop effective management mechanisms to control the occurrence of legal and business risks; Responsible for other tasks assigned by the leader.
其他：控制法务、经营风险发生；负责领导交付的其他任务。

Knowledge, experience & capabilities 任职要求

This section is intended to capture the critical capabilities which the role-holder needs to perform the role effectively from the outset. These are both technical and non-technical in nature.

本部分用于界定实现本岗位的功能所需要具备的关键能力，包括技术和非技术的部分。

Critical knowledge 核心知识

This concerns the 'know-how' to perform the role, which may have been gained through academic study (degree, education, and certificates), business qualifications, or on-the-job experience.

实现工作职责应具备的专有技能和知识。包括学术能力（学位、教育程度、所获证书等）、业务资质和在岗经验。

- In-depth knowledge and understanding of various functional modules of procurement and campus management, familiar with relevant national policies, laws and regulations on campus management and procurement.
深入了解和理解采购与校园管理的各个功能模块，熟悉国家有关校园管理与采购的政策、法律法规。
- Preferred technical expertise in statistics, process management, proficient in transparent procurement system
具有统计学、流程管理等方面的专业知识，精通透明采购系统。
- Bachelor's degree or above, majoring in Engineering, Management, Logistics or related
工程、管理、物流或相关专业本科以上学历

Critical experience 核心经验

This concerns the type and minimum length of relevant experience required to effectively perform the role.

This includes experience/familiarity with particular processes or systems, dealing with certain products or services, and/or the experience of dealing with others - both internally and externally.

有效履行职责所需的相关经验的类型和最短时间。这包括对特定流程或系统的经验/熟悉，处理某些

产品或服务, 以及/或与其他产品或服务(包括内部和外部)打交道的经验。

- Minimum 10 years manager above work experience in relevant functions ,such as in Advanced Manufacturing, etc. International Education is a plus.
先进制造业等相关行业 10 年以上工作经验, 有国际教育背景者优先。
- Profound Supply Chain, Project Management experienced is a must and experience in organizational change and acquisition/merge is preferred.
有丰富的供应链和项目管理经验, 有组织变革和并购经验者优先。
- Rich team management experience for size of 15+
15 人以上团队丰富管理经验

Critical technical, professional and personal capabilities 核心业务能力

This concerns the technical, professional or personal capabilities that are required to perform the role effectively. These may be very specific technical skills relating to the nature of the work (e.g. project planning), language skills and personal skills specific for the role (e.g. the ability to assess and resolve problems and conflicts, the ability to influence and gain support, the ability to quickly learn and apply new skills, the ability to handle pressure, etc.)

有效履行职责所需要的技术、专业或个人能力。这些技能可能是与工作性质有关的非常具体的技术技能(例如, 项目规划)、语言技能和特定于该角色的个人技能(例如, 评估和解决问题和冲突的能力、施加影响和获得支持的能力、快速学习和应用新技能的能力、处理压力的能力等)。

- Strong resources consolidation ability
资源整合能力
- Strong negotiation and analytical skills
出色的谈判与分析能力
- Demonstrated communication skills
突出的沟通能力
- Proficient English Level
良好的英文水平

Critical leadership capabilities 核心领导力

This section captures the leadership capabilities we would expect to be displayed by the role holder in approaching the demands of the role.

角色持有者所展示的领导能力。

- Set the direction with strategic thinking
基于战略思维设定方向
- Result-oriented by balancing the gains for one YCE
在平衡“同一个YCE”为前提的结果导向
- Proactive problem solving and decision making
积极解决问题和做出决策
- Liberate the potential of the team and leadership pipeline executer
激发团队潜能及领导梯队搭建践行者

Critical attributes 核心职业素养

This section displays the core values we would expect to be believed and beheld by the role holder and demonstrated in the role holder's daily work.

角色持有者相信和看到的核心价值观，并在角色持有者的日常工作中展示出来。

- High ethical standard with integrity
遵守职业道德标准，为人正直
- Mutual respect, open and transparent
相互尊重，开放透明
- Create the edge
引领创新
- Collaborative in cross-function teams
跨部门协作