

**Business Specialist**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

Reporting to the Director of Operations, the Business Specialist will provide direct support to different management roles for various business functions.

**Reports to:**

Director of Operations

**Essential Duties:**

- Responsible for collecting/processing data from internal/external sources on assigned projects and provide support on planning, resource monitoring, budget tracking and status reporting, etc.
- Conduct preliminary market research on assigned areas for products and/or services that are related to the projects, and provide summary report when needed.
- Provide support for the office of operations' business role of shipping/receiving, asset and stock management, etc.
- Responsible for collection of documentation from external sources (e.g. project consultant, law firm, insurance company) and prepare for its final submission to related government agencies.
- Responsible for document control on assigned projects and its business transactions, making sure the retention and archiving policy will be observed during the process.
- Serve as primary liaison among internal/external parties for monitoring project timeline/calendar.
- Provide administrative support for assigned projects, including but not limited to collecting time sheet/cost report from external parties, scheduling meetings, completing purchase requisition/expense reports and prepare memo/meeting minutes.
- Other duties assigned by director of operations.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

**Required Qualifications:**

- The candidate should possess an undergraduate degree in business, finance or a related discipline.
- Oversea studying/working experience preferred, but not mandatorily required.

- Must be fluent in English, able to translate business related documents between English and Chinese.
- Excellent communication skill, be comfortable in dealing with people with different business background and functions.
- Able to demonstrate analytical skill and attention to detail, can be a quick learner and work proactively.
- Can work under pressure and have sense of urgency when working on a tight project timeline.
- Proficiency in MS Office software, especially in Word/Excel/PowerPoint.