

**Manager – Asset Management**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

This position is responsible for overall asset management policy and guidance development, implementation, and monitoring and coordination of asset management activities. This position is key to drive and support efforts of various offices in ensuring DKU assets are safe, well maintained and utilized efficiently and effectively across the campus.

**Reports to:**

CFO

**Essential Duties:**

- Develop, update and implement relevant policies and guidance regarding asset management at DKU.
- Provide training and advice from time to time to all offices (Staff and Faculty).
- Monitor CAPEX budget, track spending, and prepare asset statistic report and analysis to support decisions.
- Work with asset coordinators of each office to ensure good asset management in daily operation.
- Provide necessary supports in asset life cycle management, from acquisition to disposal.
- Coordinate asset physical count.
- Support audit and compliance efforts.
- Lead or participate in cross-function projects or policy development, including but not limited to finance, procurement and IT, as well as post project completion assessment.
- Support implementation and on-going activities of asset management system.
- Perform other duties as assigned.
- 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:**

- Bachelor's degree or above in accounting, finance, audit, business administration, or laws preferred.
- 7-10 years in relevant managerial role such as asset management, supply chain management,

financial control & compliance areas; 2-3 years' experience in project management preferred.

- Business acumen and good analytical skills.
- Responsible, organized, self-motivated, process minded, and goal oriented.
- Strong communication skills and organizational skill.
- Ability to work effectively in a team environment as well as independently.
- Good English and Chinese skills in both writing and speaking.
- Good experience/knowledge about ERP system and MS office applications.