

HR&Operations Team: Purchase & Asset Management

| | |
|--------------|--|
| Dept./Office | Administration |
| Team | Human Resources & Operations |
| Position | Team Member (Purchase and Assets Management) |
| Reports to | HR & Operations Team Leader |

Position Summary

SUNY Korea is seeking a reliable and proactive professional who will perform purchasing coordination and asset management while providing facility and other general support in the Office of Administration. This role is primarily responsible for coordinating day-to-day purchasing processes, maintaining institutional assets, and supporting administrative operations. The position requires strong organizational skills, sound judgment, and a practical, hands-on approach to support campus operations as needed.

Responsibilities

Purchasing

- Obtain and compare supplier quotations for goods and services requested by departments
- Support purchasing activities related to university events, promotional materials, etc.
- Prepare purchase approval documentation and ensure completeness of supporting materials
- Coordinate with vendors and internal departments to ensure timely and compliant purchasing processes, including inspection reports, contract administration, and bidding procedures.
- Maintain organized records of quotations, approvals, and vendor communications

Asset Management

- Manage and track physical assets including furniture and equipment
- Coordinate asset movement, storage, and reassignment in collaboration with relevant functions
- Conduct periodic physical inventory checks

General Affairs, Operational Support

- Support general administrative and logistical functions across campus
- Coordinate operational vendor services and routine administrative support
- Manage office consumables and maintain organized storage areas
- Prepare and process documentation for operational expenditures
- Handle administrative matters related to university vehicles and external service providers
- Maintain organized records and ensure proper documentation of administrative activities
- Perform other related duties as assigned

Requirements

Must

- Bachelor's degree or higher
- Fluency in Korean and English (written and verbal)
- Proficiency in MS Office
- Relevant work experiences in purchasing coordination, asset management, or related fields
- Strong organizational skills and ability to multitask administrative responsibilities
- Responsible, service-oriented, and dependable

Plus

- Work experience in structured purchasing/procurement processes, asset/inventory management, or external vendors/service providers coordination
- Work experience in higher education or similar institutional environments
- Ability to work effectively in a fast-paced environment