**Job Description – Business Manager, Research Institutes**

**Department:** Research Institutes  
**Reports to:** Director of Research Institutes

**Position Summary**
To manage the daily departmental administration and coordination.

**Responsibilities**
- Managing all institute offices and common spaces (excluding faculty labs), including assisting soliciting space requirements, space forecasting and planning, drafting guidelines on use and allocation, and maintaining record and management;
- Coordinating with campus Facility and Public Security and ECNU on routine maintenance, renovation and trouble shooting for all institute offices and common spaces (excluding faculty labs);
- Assisting the budget planning and monitoring, coordinating with all relevant personnel and units;
- Working with all joint research institutes and associated personnel to promote standardized practices and processes to enhance efficiency and consistency;
- Promoting a culture of collaboration and team building across two-campuses and across institutes.
- Other tasks as assigned

**Qualification**

**Required Education**
Bachelor Degree.

**Required Experience**
- 5+ years' experience in managing office administration, including space and budget;
- Experience in working in a multi-cultural environment;
- Experience dealing with sensitive and diverse personnel and stakeholders
- Experience with growing organizations a plus.
• **Required Knowledge, Skills, and Abilities**

  - High-level of organization skill and attention to details;
  - Project management, from initiation to conclusion of tasks and projects;
  - Ability to handle conflicting priorities;
  - Ability to handle sensitive information and personnel;
  - Understanding the culture and value of a large, international professionalized working environment;
  - Fluency in Chinese and English.