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	Drive Thru		
 	Section Manager	 	G3

 (Job Purpose)

(Key Responsibilities)

(Key Responsibilities and Activities)	(Key Objectives)	(Performance Indicators)
Responsible for the overall management and coordination of the project. Ensuring that all team members are working towards the common goal.	- Develop a comprehensive project plan. - Establish clear communication channels. - Monitor progress and adjust resources as needed. - Ensure timely completion of tasks. - Foster a collaborative team environment. - Manage risks effectively. - Report progress to stakeholders. - Conduct regular meetings and updates. - Maintain accurate documentation.	- Project completion rate. - Budget adherence. - Client satisfaction score. - Team productivity metrics. - Risk mitigation effectiveness. - Communication frequency and quality. - Resource utilization efficiency. - Meeting attendance and participation. - Documentation completeness.
Oversee the financial aspects of the project, ensuring budget compliance. Manage procurement processes and vendor relationships.	- Prepare and manage the project budget. - Identify potential cost savings opportunities. - Negotiate favorable terms with vendors. - Track expenses and ensure transparency. - Implement robust financial controls. - Regularly review financial performance. - Address any budget variances promptly. - Maintain accurate financial records. - Collaborate with accounting department.	- Budget variance percentage. - Vendor payment timeliness. - Procurement cycle time. - Cost per unit/metric. - Financial reporting accuracy. - Audit findings resolution. - Vendor satisfaction score. - Invoice processing efficiency. - Cash flow impact analysis.
Coordinate logistics and ensure smooth execution of activities. Monitor resource allocation and optimize utilization.	- Develop detailed logistics plans. - Coordinate transportation and storage. - Optimize resource allocation. - Monitor inventory levels. - Ensure safety and security of assets. - Streamline workflow processes. - Communicate changes effectively. - Resolve logistical issues quickly. - Maintain accurate location tracking.	- Logistics cost efficiency. - Asset utilization rate. - Inventory turnover ratio. - Safety incident frequency. - Workflow optimization score. - Issue resolution time. - Location tracking accuracy. - Resource allocation flexibility. - Compliance audit results.
Facilitate communication and collaboration among team members. Provide guidance and support to junior staff.	- Promote open communication. - Encourage knowledge sharing. - Provide mentorship and training. - Facilitate cross-functional collaboration. - Address conflicts constructively. - Recognize and reward achievements. - Create a positive work environment. - Support professional development. - Foster innovation and creativity.	- Team morale survey scores. - Knowledge sharing frequency. - Training completion rates. - Cross-functional project success. - Conflict resolution effectiveness. - Employee recognition instances. - Work environment satisfaction. - Professional development progress. - Innovation ideas implemented.

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	- Checklist	-

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(Major Challenges)

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(Subordinate's Responsibilities)

(Position)	(Job Scope)
/Speedman	- - -

(Financial Responsibilities/Authorization)

(Item)	(Amount/Authorized level)		
	(Own Decision)	(Consulted by Superior)	(Superior Approval)
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(Working Relationship)

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(Job Specifications

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(Education Background)

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(Certification/Licensing)

(Professional Experiences)

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(Competencies)

(Knowledge)	(Skills)	/ (Mental Abilities/Personalities)

(Others)

(Prepare By)	(Approved By)	(Acknowledged By)
(.....) /...../.....	(.....) /...../.....	(.....) /...../.....