??????????????????????-
??????????????

( )	- 	( )	Cashier Receive Staff
	-		-
			G3

(Job Purpose)

1. /
   Rebate
2. E-mail, Fax.
3.
4. /
   .
5.
6.
7. /
   PC

(Key Responsibilities)

(Key Responsibilities)	(Key Activities)	

1. □□□□□□□ □□□□□ □□□□□□□□□□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□□□□□□□□□ □□□□□□□□□ / □□□□□□□□□□□□□□□□□□□□□□□□ □□□□ Rebate □□□□□□□	□□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ 1.1 □□□□□□□□□□ PO □□□□□□□ Invoice □□□□□□□□□□□□□□□□ □□□□□□□□□□ Invoice □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ 1.2 □□□□□□□□□□ PO □□□□□□□ Invoice□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □ /□□□□□□□□□ Vendor □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ PO □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□ Invoice □□□□□□□□□□□□□□□□ Invoice □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ GR 1.3 □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□ Invoice 1.4 □□□□□□□□□□□□□□□□ □ PO □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ PO □□□□□□□□□□□□□□□□ GR □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ 1.5 □□□□□□□□□□□□□□□□ □□□□□□□□□ Invoice □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□	□□□□□□□□ □□□□□□□□ □□□□□□□□ □□□□□□□□ □□□□□□□□ □□□□□ □□□□□□□□ □□□□□□□□ □□□□□□□□ □□□□□□□□ □□□□ □□□□□□□□ □□□□□□□□ □□□□□□□□ □□□□□□□□ □□□□□ □□□□□□□□ □□□□□□□□ □□□□□□□□ □□□□□□□□ □□□□□□□□ □□□□□□□□ □□

2. E-mail, Fax.	2.1 E-mail/Fax. 2.2 BC	,
3.	3.1 SPO / PASS	/

4. [illegible] / [illegible] .[illegible]	4.1 [illegible] , [illegible] /[illegible] 4.2 [illegible] 4.3 [illegible] 2 [illegible] 1 [illegible] 1 [illegible] 4.4 [illegible]	[illegible]
5. [illegible]	[illegible]	

6. [illegible]	- [illegible]	
7. [illegible] / [illegible] PC [illegible]	- [illegible] - [illegible] PC	

[illegible] (Major Challenge)

- [illegible]
- [illegible] [illegible]
- [illegible]

[illegible] (Financial Responsibilities/Authorization)

[illegible] (Item)	[illegible] (Amount/Authorized level)		
	[illegible] (Own Decision)	[illegible] (Consulted by Superior)	[illegible] (Superior Approval)

[illegible] (Working Relationship)

[illegible] / [illegible]	[illegible]	[illegible]
1.[illegible]	[illegible]	[illegible]

2.		
3.		
4.		
5.	,	

(Job Specifications)

(Education Background)

- -

/ /
(Certification/Licensing)

(Professional Experiences)

1

(Competencies)

(Knowledge)	**(Skills)**	**(Mental Abilities/Personalities)**
-	- Microsoft Office - ,	- - - / - -

คุณสมบัติอื่น ๆ **(Others)**

- เคยใช้โปรแกรมสำเร็จรูป BC Account หรือโปรแกรมสำเร็จรูปอื่นๆ
- ไม่เป็นบุคคลที่มีหนี้สินล้นพ้นตัว
- ไม่มีประวัติความผิดทางด้านการเงิน

ผู้จัดทำ (Prepare By)	ผู้อนุมัติ (Approved By)	ผู้ดำรงตำแหน่ง (Acknowledged By)
(...) วันที่ ..../........./..........	(...) วันที่ ..../........./..........	(...) วันที่ ..../........./..........

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