

# JD-IT-004

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XXXXXXXXXX ( XXX )	XXXXXXXXXX XXXXXXXXXXXX XXX	XXXXXXXXXX ( XXXXX )	Marketing Information System
XXXX	XXXXXXXXXX	XXXX	XXXXXXXXXX
XXXXXXXXXXXX X	XXXXXXXXXXXX XXXXXXXXXXXX XXXX	XXXXXXXXXXXX XX	G4

XXXXXXXXXXXXXXXXXXXX (Job Purpose)

XXXXXXXXXX , XXXXXXXXXXXX XXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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XXXXXXXXXXXXXXXXXXXX (Key Responsibilities)

XXXXXXXXXX / XXXXXXXXXXXX (Key Responsibilities and Activities)	XXXXXXXXXXXXXXXXXXXX XXXX (Key Objectives)	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXX (Performance Indicators)
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1. Incentive/Commission	1. Incentive /Commission	1. Incentive /Commission
2.	1. KPI	2. Online , Social media , Website. Update
3.	1.	1. Project

????????????????????

BC Account

/ (Major Challenges)

1.	
2.	, ,
3.	

(Subordinate's Responsibilities)

(Position)	(Job Scope)

XXXXXXXXXXXX

(Financial Responsibilities/Authorization)

XXXXXX (Item)	XXXXXXXXXXXX (Amount/Authorized level)		
	XXXXXXXXXXXX (Own Decision)	XXXXXXXXXXXX (Consulted by Superior)	XXXXXXXXXXXX XXXXXX (Superior Approval)

XXXXXXXXXXXXXXXXXXXX

(Working Relationship)

XXXXXX / XXXXXXXXXXXX □	XXXXXXXXXXXX □	XXXXXX
XXXXXXXXXXXX	1. XXXXXXXXXXXX XXXXXX 2. XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX 3. XXXXXXXXXXXX XXXXXX	XXXXXXXXXXXX  XXXXXXXXXXXX
XXXXXX	1. XXXXXXXXXXXX XXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXX 2. XXXXX	XXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

(Job Specifications

XXXXXXXXXX

(Education Background)

XXXXXXXXXX	XXXX	XXXXXXXXXXXX	XXXXXXXXXX	XXXX	XXXXXXXXXX
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[illegible]

(Professional Experiences)

1 

(Competencies)

<div>□□□□□□</div> <div>(Knowledge)</div>	<div>□□□□</div> <div>(Skills)</div>	<div>□□□□□□□□□□□□</div> <div>□□ / □□□□□□□□</div> <div>(Mental Abilities/Personalities)</div>
<div>1. □□□□□□□□</div> <div>2. □□□□□□□□□□□□</div> <div>3. □□□□□□□□□□</div> <div>4.</div> <div>□□□□□□□□□□□□□□</div> <div>□□□□□□□□□□□□□□</div> <div>□□□□</div> <div>□□□□□□□□□□□□□□</div>	<div>- □□□□□□□□□□</div> <div>-</div> <div>□□□□□□□□□□□□□□</div> <div>□</div>	<div>- □□□□□□□□□□</div> <div>- □□□□□□□□□□</div> <div>- □□□□□□□□□□□□</div> <div>- □□□□□□□□□□□□□□</div>

□ (Others)

Microsoft excel pivot table, MS Office, Visio, Ms Project, etc.

<div><div></div><div>(Prepare By)</div></div>	<div><div></div><div>(Approved By)</div></div>	<div><div></div><div>(Acknowledged By)</div></div>
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Revision #5

Created 20 June 2023 08:44:38 by [REDACTED]

Updated 23 September 2024 03:11:04 by [REDACTED]