








Job Description

- JD-DS-001 
- JD-DS-002 
- JD-DS-003 
- JD-DS-004 
- JD-DS-005 
- JD-DS-006 
- JD-DS-007 

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

(Key Responsibilities and Activities)	(Key Objectives)	(Performance Indicators)
- - - - - - - - - - - - -	- - - - - - - - - -	- / - 0% - 100%

[illegible]

<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><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>-</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><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>-</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><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></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><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>	<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><div></div><div></div><div></div><div></div><div>-</div><div></div><div></div><div></div><div></div><div></div></div>

[illegible]

??????????

??????????

??????????

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

??

(Subordinate's Responsibilities)

<div>职位名称</div> (Position)	<div>工作范围</div> (Job Scope)
项目经理	负责项目整体规划、执行和监控，确保项目按时交付。
产品经理	负责产品需求分析、原型设计和功能定义。
市场经理	负责市场调研、营销策略制定和执行。
销售经理	负责销售团队管理、客户关系维护和业绩提升。
运营经理	负责公司日常运营管理、流程优化和效率提升。
人力资源经理	负责招聘、培训、绩效考核和员工关系管理。
财务经理	负责公司财务管理、预算编制和风险控制。
IT经理	负责公司信息化建设、系统维护和技术支持。
法务经理	负责公司法律事务处理、合同审核和风险防控。
行政经理	负责公司后勤保障、办公环境管理和物资采购。

(Financial Responsibilities/Authorization)

[illegible]

<div>Decision Authority</div> <div>(Own Decision)</div>	<div>Decision Authority</div> <div>(Consulted by Superior)</div>	<div>Decision Authority</div> <div>(Superior Approval)</div>	
<div>Decision Authority</div> <div>Decision Authority</div>			/
<div>Decision Authority</div> <div>Decision Authority</div>			/

Working Relationship

<div>Working Relationship</div> <div>/</div>	<div>Working Relationship</div> <div></div>	<div>Working Relationship</div>
<div>Working Relationship</div>	<div>Working Relationship</div> <div>-</div> <div>: Working Relationship</div>	<div>Working Relationship</div>
<div>Working Relationship</div>	<div>Working Relationship</div> <div>Working Relationship</div>	<div>Working Relationship</div>
<div>Working Relationship</div>	<div>Working Relationship</div> <div>:</div> <div>Working Relationship</div>	<div>Working Relationship</div>
<div>Working Relationship</div> <div>-Working Relationship</div>	<div>Working Relationship</div> <div>:</div> <div>Working Relationship</div> <div>Working Relationship</div> <div>Loss Prevention :</div> <div>Working Relationship</div>	<div>Working Relationship</div>
<div>Working Relationship</div> <div>-Working Relationship</div> <div>-</div>	<div>Working Relationship</div> <div>Working Relationship</div> <div>Working Relationship</div> <div>Working Relationship</div> <div>Working Relationship</div> <div></div>	<div>Working Relationship</div>

Job Specifications

1. Job Specifications
2. Job Specifications
3. Job Specifications
4. Job Specifications
5. Job Specifications

Education Background

<div>Education Background</div> <div>Education Background</div>	<div>Education Background</div> <div>Education Background</div>	<div>Education Background</div> <div>Education Background</div>
---	---	---

Certification/Licensing

(Professional Experiences)

1.

7

(Competencies)

<div><div></div><div>(Knowledge)</div></div>	<div><div></div><div>(Skills)</div></div>	<div><div></div><div>/</div><div>(Mental Abilities/Personalities)</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></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> <div>- <div></div></div> <div>- <div></div></div>

(Others)

<div><div></div><div>(Prepare By)</div></div>	<div><div></div><div>(Approved By)</div></div>	<div><div></div><div>(Acknowledged By)</div></div>
<div>(.....)</div> <div><div></div>...../...../.....</div>	<div>(.....)</div> <div><div></div>...../...../.....</div>	<div>(.....)</div> <div><div></div>...../...../.....</div>

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

<div data-bbox="186 1142 314 1198"> <div data-bbox="186 1142 314 1162">██████████</div> <div data-bbox="186 1176 314 1198">██████████</div> </div> <div data-bbox="458 1142 472 1160">/</div> <div data-bbox="158 1207 499 1265"> <div data-bbox="158 1207 499 1265">(Key Responsibilities and Activities)</div> </div>	<div data-bbox="585 1142 785 1198"> <div data-bbox="585 1142 785 1162">██████████████████</div> <div data-bbox="735 1176 799 1198">██████</div> </div> <div data-bbox="692 1207 906 1232">(Key Objectives)</div>	<div data-bbox="1054 1142 1254 1198"> <div data-bbox="1054 1142 1254 1162">██████████████████</div> <div data-bbox="1141 1176 1254 1198">██████████</div> </div> <div data-bbox="1098 1207 1439 1232">(Performance Indicators)</div>
<div data-bbox="108 1303 314 1326">████████████████████</div> <div data-bbox="108 1337 122 1361">█</div>	<div data-bbox="606 1310 791 1344">1. ██████████ ██████████</div> <div data-bbox="643 1377 671 1402">██</div> <div data-bbox="606 1413 791 1447">2. ██████████ ██████████</div> <div data-bbox="643 1480 671 1505">3. ██████████ ██████████ ██████</div> <div data-bbox="606 1583 791 1619">4. ██████████ ██████████</div>	<div data-bbox="1048 1303 1254 1326">██████████████████</div> <div data-bbox="1048 1337 1134 1361">██████</div> <div data-bbox="1048 1373 1254 1395">██████████████████</div> <div data-bbox="1048 1406 1240 1429">██████████████████</div> <div data-bbox="1048 1440 1254 1464">██████████████████</div> <div data-bbox="1048 1476 1141 1498">██████</div>

[illegible]

<div>XXXXXXXXXX</div>	<div>1.<div>XXXXXXXXXX</div><div>XXXXXXXXXX</div><div>XXXXXXXXXX</div><div>XXXXXXXXXX</div><div>XXXXXXXXXX</div><div>XXXXXXXXXX</div><div>XXXXXXXXXX</div><div>XXXXXXXXXX</div><div>XXXXXXXXXX</div><div>SCG</div></div> <div>2.<div>XXXXXXXXXX</div><div>XXXXXXXXXX</div></div> <div></div>	<div>XXXXXXXXXX</div> <div><div>100%</div><div>XXXXXXXXXX</div></div> <div>XXXXXXXXXX</div>
-----------------------	--	---

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

XX

XXXXXXXXXX

/XXXXXXXXXX

/XXXXXXXXXX

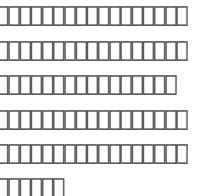
(Major Challenges)

<div>1. XXXXXXXX</div> <div>2. XXXXXXXXXXXXXXXXXXXXXXXX</div> <div>3. XX</div> <div>XXXXXXXXXX</div> <div>4. XX</div> <div>XXXXXXXXXXXXXXXXXXXXXXXXX</div> <div>XXXXXXXXXX</div> <div>5. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</div>	<div>XXXX</div> <div>XXX</div>
---	--------------------------------
















XXXXXXXXXXXXXXXXXXXXXXXXXXXX

(Subordinate's Responsibilities)

<div>XXXXXX</div> <div>(Position)</div>	<div>XXXXXX</div> <div>(Person)</div>	<div>XXXXXXXXXX</div> <div>Scope)</div> <div>(Job</div>
---	---------------------------------------	---




























	2	-  -  
	13	-  -  - 
 	20	- 

□□□□□□□□□□ (Major challenge)

1. 
2. 
3. 

4. 
   
   
5. 


(Subordinate's Responsibilities)

<div> <div></div> <div>(Position)</div> </div>	<div> <div></div> <div>(Person)</div> </div>	<div> <div></div> <div>(Job Scope)</div> </div>
--	--	---

	2	-        -   
	13	-     -    -  
 	20	-  -        

XXXXXXXXXX	(Organization Chart)	XXXXXXXXXXXXXXXXXXXX

 (Working Relationship)

[illegible]

<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></div> (DO)	<div></div>

(Job Specifications)(Education Background) / /
(Certification/Licensing)(Professional Experiences)(Competencies)

<div></div> (Knowledge)	<div></div> (Skills)	<div></div> / <div></div> (Mental Abilities/Personalities)

 (Others)

<div></div> (Prepare By)	<div></div> (Approved By)	<div></div> (Acknowledged By)
<div></div> (.....) <div></div>/...../.....	<div></div> (.....) <div></div>/...../.....	<div></div> (.....) <div></div>/...../.....

JD-DS-003

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

职位名称 ()	职位编号	职位名称 ()	Vehicle Section Manager
所属部门	职位等级	职位代码	职位说明
职位概要	职位职责	职位权限	G4

职位描述 (Job Purpose)

职位描述内容

关键职责 (Key Responsibilities)

关键职责 (Key Responsibilities)	关键活动 (Key Activities)	关键成果 (Key Results)
1. 负责车辆管理 - 负责车辆的日常维护 - 负责车辆的年检 - 负责车辆的保险 - 负责车辆的维修 - 负责车辆的报废 - 负责车辆的档案管理 - 负责车辆的调度 - 负责车辆的统计 - 负责车辆的报告	- 负责车辆的日常维护 - 负责车辆的年检 - 负责车辆的保险 - 负责车辆的维修 - 负责车辆的报废 - 负责车辆的档案管理 - 负责车辆的调度 - 负责车辆的统计 - 负责车辆的报告	- 负责车辆的日常维护 - 负责车辆的年检 - 负责车辆的保险 - 负责车辆的维修 - 负责车辆的报废 - 负责车辆的档案管理 - 负责车辆的调度 - 负责车辆的统计 - 负责车辆的报告

<div style="text-align: center;"> </div>	<div style="text-align: center;"> </div>	<div style="text-align: center;"> </div>
<div style="text-align: center;"> </div>	<div style="text-align: center;"> </div>	<div style="text-align: center;"> </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> <div></div>
<div></div>	<div></div> <div></div> <div></div> <div></div>	<div></div>

(Job Specifications)(Education Background)/ /
(Certification/Licensing)(Professional Experiences)

2

(Competencies)

<div></div> (Knowledge)	<div></div> (Skills)	<div></div> (Mental Abilities/Personalities)
<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></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>	<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>-</div> <div></div> <div>-</div> <div></div> <div>-</div> <div></div> <div></div> <div></div>

<div></div> (Prepare By)	<div></div> (Approved By)	<div></div> (Acknowledged By)
-----------------------------	------------------------------	----------------------------------

<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><div></div><div></div></div> <div>...../...../.....</div>	<div>(.....)</div> <div><div></div><div></div><div></div><div></div><div></div></div> <div>...../...../.....</div>
--	--	--

JD-DS-004 ????????????

XXXXXXXXXX (XXX)	XXXXXXXXXX XXXXX	XXXXXXXXXX (XXXX)	Administration
XXXX	XXXXXX	XXXX	XXXXXXXXXX
XXXXXXXXXX XX	XXXXXXXXXX XXXXXXXXXXXX	XXXXXXXXXX XXX	G3

XXXXXXXXXXXXXXXXXXXX (Job Purpose)

XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		

XXXXXXXXXXXX (Key Responsibilities)

XXXXXXXXXX / XXXXXXXX (Key Responsibilities and Activities)	XXXXXXXXXXXX XXXX (Key Objectives)	XXXXXXXXXXXX XXXXXX (Performance Indicators)
--	--	--

<div style="border: 1px solid black; width: 80px; height: 20px;"></div>	<p>1. <div style="border: 1px solid black; width: 100px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 90px; height: 15px;"></div></p> <p>2.</p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 60px; height: 15px;"></div></p> <p>3.</p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 80px; height: 15px;"></div></p> <p>4.</p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 130px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 70px; height: 15px;"></div></p> <p>5.</p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 80px; height: 15px;"></div> SCG</p> <p>6.</p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p>7.</p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 130px; height: 15px;"></div></p>	<p>-</p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p>-</p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 80px; height: 15px;"></div> 100%</p> <p>-</p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 60px; height: 15px;"></div></p> <p>-</p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 130px; height: 15px;"></div></p> <p>9.000 <div style="border: 1px solid black; width: 10px; height: 15px;"></div> . <div style="border: 1px solid black; width: 110px; height: 15px;"></div></p> <p>-</p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 130px; height: 15px;"></div></p> <p>-</p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 130px; height: 15px;"></div></p> <p>100%</p> <p>-</p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 130px; height: 15px;"></div></p>
<div style="border: 1px solid black; width: 140px; height: 15px;"></div> <div style="border: 1px solid black; width: 70px; height: 15px;"></div>	<p>1.</p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 60px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p>3.</p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 70px; height: 15px;"></div></p> <p>4.</p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 60px; height: 15px;"></div></p>	<p>-</p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 140px; height: 15px;"></div></p> <p><div style="border: 1px solid black; width: 70px; height: 15px;"></div></p>

??????????

??????????

??????????

??

/

[illegible]




















































(Major Challenges)

1.
2.

(Subordinate's Responsibilities)

□□□□□□ (Position)	□□□□□□□□□□ (Job Scope)

(Working Relationship)

<p>  /   </p>	<p>   </p>	<p>  </p>
<p>  </p>	<p>   </p>	<p>  </p>
<p>  </p>	<p>   -  :  </p>	<p>  </p>
<p>  </p>	<p>    </p>	<p>  </p>
<p>  </p>	<p>   </p>	<p>  </p>
<p>  -  </p>	<p>  (DO) </p>	<p>  </p>
<p>  /  </p>	<p>  /   </p>	<p>  </p>
<p>  </p>	<p>    </p>	<p>  1  </p>
<p>  -  </p>	<p>   /  (LP) </p>	<p>  </p>
<p>  </p>	<p>   </p>	<p>  </p>

(Job Specifications)

1.
2.
3.
4.

JD-DS-005 ??????????????

???????? ()	????????	???????? ()	Admin Vehicle
???	????	???	????
????????	????????	????????	G3

???????????????????? (Job Purpose)

????????

????????

????????

???????? (Key Responsibilities)

???? (Key Responsibilities)	???? (Key Activities)	???? □
???? - ???? ???? ???? ???? - ???? ????	- ???? ???? - ????	- ???? □ / ???? ???? - ???? ???? 2 □□□□ / □□ /□□□□

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

??

/ / (Major Challenges)

-

-

-

-

-

(Subordinate's Responsibilities)

(Position)	(Job Scope)

(Financial Responsibilities/Authorization)

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

(Working Relationship)

<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><div></div><div></div></div> <div>...../...../.....</div>	<div>(.....)</div> <div><div></div><div></div><div></div><div></div><div></div></div> <div>...../...../.....</div>
--	--	--

JD-DS-006 ??????????????????

???????? ()	???????? ()	Driver
???	???	????????
????????	????????	-

???????? (Job Purpose)

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

???????? (Key Responsibilities)

???????? / ???????? (Key Responsibilities and Activities)	???????? ???? (Key Objectives)	???????? ???????? (Performance Indicators)
????????	???????? ????????	- ???????? ???????? ???????? ???????? ???????? 85 % - ???????? ???????? ????????
????????	- ???????? ?? /???????? - ???????? ????? /? .? .? .????	- ???????? ????? ???????? ???????? ????? - ???????? ? ???? ?????

<div>XXXXXXXXXX</div>	<div>XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXX</div>	<div>- XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX XXXXX 85 XXXXXXXXXX <u>Link</u> XXXXXXXXXXXXXXXXXXXX XXXXXXXXXX</div>
<div>XXXXXXXXXXXXXXXXXXXX</div>	<div>- XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX - XXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX</div>	<div>- XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXX</div>

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

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

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

1. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
2. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXX
3. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
4. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXX
5. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
6. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXX /XXXXXXXXXXXX /XXXXXXXXXXXX (Major Challenges)

1. XXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXX
2. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXXXXXXX XXXXXXX XXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

(Professional Experiences)

XXXXXXXXXXXXXXXXXXXX

2 XX XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

(Competencies)XXXXXXXXXXXX

XX (Others)

1. XXXXXXXXXXXXXXXX

2. XXXXXXXXXXXXXXXX

3. XX
XX

4. XX

5. XXXXXXXX

6. XXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXX (Prepare By)	XXXXXXXXXX (Approved By)	XXXXXXXXXXXXXX (Acknowledged By)
(.....) XXXXXX/...../.....	(.....) XXXXXX/...../.....	(.....) XXXXXX/...../.....

JD-DS-007 ??????????????????

???????? ()	????????	???????? ()	Delivery Service : Labor
???	????	???	????????
????????	????????	????????	-

???????????????????? (Job Purpose)

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

 ???

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

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

???????????????? (Key Responsibilities)

???????? / ???????? (Key Responsibilities and Activities)	???????? (Key Activities)	???????? (Key Expected Results)
????????????	<ul style="list-style-type: none">???????? ???????? Checker ???????? ???????????????? ???????? ???????? ???????????? ???????? ???????? ????	???????? ???????? ???????? ???
????????????	???????? ???????? ???????? ???????? ???	???????? ???????? ???????? 85 ?????

XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXX
------------	--	--

XXXXXXXXXX

XXXXXXXXXX

XX

XXXXXXXXXX / XXXXXXXX / XXXXXXXX (Major Challenges)

1. XXX
XXXXXXXXXXXXXXXXXXXX
2. XXX
XXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX (Working Relationship)

XXXXXXXXXX / XXXXXXXXXXXXXXXXXXXX XXXX (Organization/Business Unit)	XXXXXXXXXXXXXXXXXXXX XX (Task)	XXXXXX (Frequency)
XXXXXX	XXXXXXXXXX , XXXXXXXXXX -XXXXXX : XXXXXXXXXXXXXXXXXXXX	XXXXXX
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX	XXXXXX
XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	XXXXXX
XXXXXXXXXXXX - XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XX / XXXXXXXXXXXXXXXXXXXXXXXXXXXX (LP)	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX	XXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXX (Job Specifications)

1.

2.

3.

(Education Background)

6

(Professional Experiences)

(Competencies)

1.

2.

(Others)

<div><div></div></div> <div>(Prepare By)</div>	<div><div></div></div> <div>(Approved By)</div>	<div><div></div></div> <div>(Acknowledged By)</div>
<div>(.....)</div> <div><div></div>/...../.....</div>	<div>(.....)</div> <div><div></div>/...../.....</div>	<div>(.....)</div> <div><div></div>/...../.....</div>