

Job Description

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

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[illegible]

[illegible]

[illegible]

[illegible]

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(Subordinate's Responsibilities)

职位名称 (Position)	工作范围 (Job Scope)
项目经理	负责项目整体规划、执行、监控及收尾工作。
产品经理	负责产品需求分析、原型设计、跟进开发及上线。
市场专员	负责市场调研、推广活动策划及执行。
销售助理	负责客户接待、订单处理及售后服务。
行政文员	负责日常行政事务、文件管理及会议组织。
人力资源专员	负责招聘、培训、绩效考核及员工关系管理。

(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 : 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>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>Loss Prevention :</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>Working Relationship</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>	<div>Education Background</div> <div>Education Background</div>
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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></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><div><div></div>...../...../.....</div></div>

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<div data-bbox="183 1144 309 1160" style="border: 1px solid black; width: 88px; height: 27px; margin-bottom: 5px;"></div> <div data-bbox="458 1144 469 1160" style="font-size: 24px; margin-bottom: 5px;">/</div> <div data-bbox="188 1178 314 1193" style="border: 1px solid black; width: 88px; height: 27px;"></div> <div data-bbox="161 1209 491 1265" style="text-align: center;"> <p>(Key Responsibilities and Activities)</p> </div>	<div data-bbox="584 1144 777 1160" style="border: 1px solid black; width: 135px; height: 27px; margin-bottom: 5px;"></div> <div data-bbox="734 1178 791 1193" style="border: 1px solid black; width: 41px; height: 27px; margin-bottom: 5px;"></div> <div data-bbox="692 1209 900 1229" style="text-align: center;"> <p>(Key Objectives)</p> </div>	<div data-bbox="1054 1144 1246 1160" style="border: 1px solid black; width: 135px; height: 27px; margin-bottom: 5px;"></div> <div data-bbox="1141 1178 1254 1193" style="border: 1px solid black; width: 80px; height: 27px; margin-bottom: 5px;"></div> <div data-bbox="1104 1209 1428 1229" style="text-align: center;"> <p>(Performance Indicators)</p> </div>
<div data-bbox="108 1308 312 1323" style="border: 1px solid black; width: 143px; height: 27px; margin-bottom: 5px;"></div> <div data-bbox="108 1341 118 1357" style="border: 1px solid black; width: 15px; height: 27px;"></div>	<div data-bbox="611 1312 630 1328" style="margin-bottom: 5px;">1.</div> <div data-bbox="644 1312 791 1328" style="border: 1px solid black; width: 104px; height: 27px; margin-bottom: 5px;"></div> <div data-bbox="644 1346 791 1361" style="border: 1px solid black; width: 104px; height: 27px; margin-bottom: 5px;"></div> <div data-bbox="644 1379 667 1395" style="border: 1px solid black; width: 16px; height: 27px; margin-bottom: 5px;"></div> <div data-bbox="611 1415 630 1431" style="margin-bottom: 5px;">2.</div> <div data-bbox="644 1415 791 1431" style="border: 1px solid black; width: 104px; height: 27px; margin-bottom: 5px;"></div> <div data-bbox="644 1449 780 1464" style="border: 1px solid black; width: 96px; height: 27px; margin-bottom: 5px;"></div> <div data-bbox="611 1485 630 1498" style="margin-bottom: 5px;">3.</div> <div data-bbox="644 1485 791 1498" style="border: 1px solid black; width: 104px; height: 27px; margin-bottom: 5px;"></div> <div data-bbox="644 1518 791 1534" style="border: 1px solid black; width: 104px; height: 27px; margin-bottom: 5px;"></div> <div data-bbox="644 1552 711 1568" style="border: 1px solid black; width: 48px; height: 27px; margin-bottom: 5px;"></div> <div data-bbox="611 1588 630 1601" style="margin-bottom: 5px;">4.</div> <div data-bbox="644 1588 791 1601" style="border: 1px solid black; width: 104px; height: 27px; margin-bottom: 5px;"></div> <div data-bbox="644 1621 780 1637" style="border: 1px solid black; width: 96px; height: 27px;"></div>	<div data-bbox="1048 1308 1252 1323" style="border: 1px solid black; width: 143px; height: 27px; margin-bottom: 5px;"></div> <div data-bbox="1048 1341 1129 1357" style="border: 1px solid black; width: 57px; height: 27px; margin-bottom: 5px;"></div> <div data-bbox="1048 1377 1252 1393" style="border: 1px solid black; width: 143px; height: 27px; margin-bottom: 5px;"></div> <div data-bbox="1048 1411 1240 1426" style="border: 1px solid black; width: 135px; height: 27px; margin-bottom: 5px;"></div> <div data-bbox="1048 1444 1252 1460" style="border: 1px solid black; width: 143px; height: 27px; margin-bottom: 5px;"></div> <div data-bbox="1048 1480 1139 1496" style="border: 1px solid black; width: 64px; height: 27px;"></div>

[illegible]

<div>XXXXXXXXXX</div>	<div>1. XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX SCG 2. XXXXXXXXXX XXXXXXXXXX XX</div>	<div>XXXXXXXXXXXX XX 100% XXXXXXXX XXXXXXXXXX</div>
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XXXXXXXXXX / XXXXXXXX / XXXXXXXX (Major Challenges)













<div>1. XXXXXXXX 2. XXXXXXXXXXXXXXXXXXXXXXXX 3. XX XXXXXX 4. XX XXXXXXXXXX XXXXXXXX XXXXXXXXXXXXX XXX 5. XXXXXXXXXXXXXXXXXXXXXXXX</div>

XXXXXXXXXXXXXXXXXXXXXXXXXXXX (Subordinate's Responsibilities)

<div>XXXXXX (Position)</div>	<div>XXXXXX (Person)</div>	<div>XXXXXXXXXXXX (Job Scope)</div>
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□□□□□□□□□□ (Major challenge)

1. 
2. 
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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>
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	13	-     -    -  
 	20	-  -        

XXXXXXXXXX	(Organization Chart)	XXXXXXXXXXXXXXXXXXXX

(Working Relationship)

[illegible]

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

(Job Specifications)(Education Background)/ /

(Certification/Licensing)

(Professional Experiences)(Competencies)

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

 (Others)

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

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[illegible]

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

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<div></div>	<div>-</div> <div></div> <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)
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<div>(.....)</div> <div><div></div><div></div><div></div><div></div><div></div></div> <div>...../...../.....</div>	<div>(.....)</div> <div><div></div><div></div><div></div><div></div><div></div></div> <div>...../...../.....</div>	<div>(.....)</div> <div><div></div><div></div><div></div><div></div><div></div></div> <div>...../...../.....</div>
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JD-DS-004 ????????????

XXXXXXXXXX (XXX)	XXXXXXXXXX XXXXX	XXXXXXXXXX (XXXX)	Administration
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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)
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<div></div>	<p>1. <div></div> /</p> <p><div></div></p> <p><div></div></p> <p>2.</p> <p><div></div></p> <p><div></div></p> <p><div></div></p> <p><div></div></p> <p>3.</p> <p><div></div></p> <p><div></div></p> <p><div></div></p> <p>4.</p> <p><div></div></p> <p><div></div></p> <p><div></div></p> <p>5.</p> <p><div></div></p> <p><div></div> SCG</p> <p>6.</p> <p><div></div></p> <p><div></div></p> <p><div></div></p> <p>7.</p> <p><div></div></p> <p><div></div></p> <p><div></div></p> <p><div></div></p>	<p>-</p> <p><div></div></p> <p><div></div></p> <p>-</p> <p><div></div></p> <p><div></div></p> <p><div></div></p> <p><div></div> 100%</p> <p>-</p> <p><div></div></p> <p><div></div></p> <p><div></div></p> <p>-</p> <p><div></div></p> <p><div></div></p> <p>9.000 % . <div></div></p> <p>-</p> <p><div></div></p> <p><div></div></p> <p><div></div></p> <p>100%</p> <p>-</p> <p><div></div></p> <p><div></div></p> <p><div></div></p> <p><div></div></p>
<div></div> <div></div>	<p>1.</p> <p><div></div></p> <p><div></div></p> <p><div></div></p> <p>3.</p> <p><div></div></p> <p><div></div></p> <p><div></div></p> <p>4.</p> <p><div></div></p> <p><div></div></p> <p><div></div></p>	<p>-</p> <p><div></div></p> <p><div></div></p> <p><div></div></p> <p><div></div></p> <p><div></div></p>

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   **(Major Challenges)**

1.
2.





(Subordinate's Responsibilities)

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

(Working Relationship)

[illegible]

(Job Specifications)

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

???????? ()	????????	???????? ()	Admin Vehicle
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???????????????????? (Job Purpose)

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

???? (Key Responsibilities)	???? (Key Activities)	???? □
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/ / (Major Challenges)

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(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>
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JD-DS-006 ??????????????????

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

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

???????? / ???????? (Key Responsibilities and Activities)	???????? ???? (Key Objectives)	???????? ???????? (Performance Indicators)
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<div>XXXXXXXXXX</div>	<div>XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXX</div>	<div>- XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX XXXXX 85 XXXXXXXXXX Link XXXXXXXXXXXXXXXXXXXX XXXXXXXXXX</div>
<div>XXXXXXXXXXXXXXXXXXXX</div>	<div>- XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX - XXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX</div>	<div>- XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXX</div>

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1. XXX
2. XXX
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3. XXX
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4. XXX
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5. XXX
6. XXX
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XXXXXXXXXXXX /XXXXXXXXXXXX /XXXXXXXXXXXX (Major Challenges)

1. XXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
2. XXX XXXXXXXXXXXXXXX XXXXXXXXXXXX XXXXXXX XXXXXXXXXXXXXXX

3.

4.

(Subordinate's Responsibilities)

<div></div> <div>(Position)</div>	<div></div> <div>(Person)</div>	<div></div> <div>(Job Scope)</div>
<div></div> <div></div>	20	<div></div> <div>- <div></div></div> <div></div> <div></div> <div></div> <div></div> <div></div>

(Working Relationship)

<div></div> <div>/</div> <div></div> <div>(Organization/Business Unit)</div>	<div></div> <div></div> <div>(Task)</div>	<div></div> <div>(Frequency)</div>
<div></div>	<div></div> <div>,</div> <div></div> <div>-<div></div></div> <div></div>	<div></div>
<div></div>	<div></div> <div></div> <div></div>	<div></div>
<div></div>	<div></div> <div></div>	<div></div>
<div></div> <div>-</div> <div></div>	<div></div> <div>/</div> <div></div> <div>(LP)</div>	<div></div>
<div></div>	<div></div> <div></div>	<div></div>

(Job Specifications)

1.

2. / 2

3.

4.

(Education Background)

XXXXXXXXXXXXXXXXXXXX

(Professional Experiences)

XXXXXXXXXXXXXXXXXXXX

2

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

(Competencies)XXXXXXXXXXXX

(Others)

1. XXXXXXXXXXXXXXXX

2. XXXXXXXXXXXXXXXX

3. XX

XX

4. XX

5. XXXXXXXX

6. XXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXX (Prepare By)	XXXXXXXXXX (Approved By)	XXXXXXXXXXXXXX (Acknowledged By)
<div>(.....)</div> <div>XXXXXX/...../.....</div>	<div>(.....)</div> <div>XXXXXX/...../.....</div>	<div>(.....)</div> <div>XXXXXX/...../.....</div>

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

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

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

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

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>