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(Key Responsibilities and Activities)	(Key Objectives)	(Performance Indicators)
<ul style="list-style-type: none"> - [Activity] [Activity] [Activity] - [Activity] [Activity] [Activity] - [Activity] [Activity] [Activity] - [Activity] [Activity] [Activity] - [Activity] [Activity] [Activity] [Activity] - [Activity] [Activity] [Activity] [Activity] 	<ul style="list-style-type: none"> - [Objective] [Objective] [Objective] - [Objective] [Objective] [Objective] - [Objective] [Objective] [Objective] - [Objective] 	<ul style="list-style-type: none"> - [Indicator] [Indicator] / [Indicator] [Indicator] [Indicator] - [Indicator] [Indicator] [Indicator] [Indicator] - [Indicator] [Indicator] [Indicator] - [Indicator] [Indicator] [Indicator] [Indicator] - [Indicator] [Indicator] [Indicator] [Indicator] <div>0%</div> <div>100%</div>

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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)

<div> <div>□□□□□</div> <div>(Item)</div> </div>	<div> <div>□□□□□□□□□□□□□□</div> <div>(Amount/Authorized level)</div> </div>
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<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>
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<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>Working Relationship</div>

Job Specifications

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

Education Background

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