











JOB DESCRIPTION

- JD-HR-001 
- JD-HR-002 
- JD-HR-003  - 
- JD-HR-004  - 
- JD-AM-001 
- JD-AM-002 
- JD-SE-001 
- JD-AM-003 

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□□□□□□□□□□ (Job Purpose)

(Key Responsibilities)

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(Subordinate's Responsibilities)

<div></div> <div>(Position)</div>	<div></div> <div>(Job Scope)</div>
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(Financial Responsibilities/Authorization)

<div></div> <div>(Item)</div>	<div></div> <div>(Amount/Authorized level)</div>		
	<div></div> <div>(Own Decision)</div>	<div></div> <div>(Consulted by Superior)</div>	<div></div> <div>(Superior Approval)</div>
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(Working Relationship)

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المهنة اللقب اللقب	المهنة اللقب اللقب	الهاتف

المعلومات الشخصية

(Job Specifications)

1. المعلومات الشخصية
MS Office ,Internet
5. المعلومات الشخصية
2. المعلومات الشخصية
المعلومات الشخصية
6.
3. المعلومات الشخصية
المعلومات الشخصية
7.
4. المعلومات الشخصية
المعلومات الشخصية

المعلومات الشخصية

(Education Background)

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المعلومات الشخصية

(Professional Experiences)

المعلومات الشخصية	10
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المعلومات الشخصية

(Competencies)

JD-HR-002

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职位名称 ()	所属部门	职位编号	Human Resource Manager
职等	职级 - 职系	职组	职系
职位概要	职位目标	职位职责	G4

职位名称 (Job Purpose)

职位名称	职位目标	职位职责	职位概要
职位名称	职位目标	职位职责	职位概要
职位名称	职位目标	职位职责	职位概要
职位名称	职位目标	职位职责	职位概要
职位名称	职位目标	职位职责	职位概要

职位名称 (Key Responsibilities)

职位名称 / 职位概要	职位目标	职位职责
(Key Responsibilities and Activities)	(Key Objectives)	(Performance Indicators)

[illegible]

[illegible]










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(Working Relationship)

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[illegible]

(Job Specifications)

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☐ (Others)

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JD-HR-003 ??????-???????
























































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□□□□□□□□□□ (Job Purpose)

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[REDACTED] Job description
- [REDACTED] [REDACTED] [REDACTED]
Job North Thailand [REDACTED] [REDACTED] [REDACTED] [REDACTED]
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 (Key Responsibilities)

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(Major Challenges)

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(Subordinate's Responsibilities)

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

(Financial Responsibilities/Authorization)

<div></div> <div>(Item)</div>	<div></div> <div>(Amount/Authorized level)</div>		
	<div></div> <div>(Own Decision)</div>	<div></div> <div>(Consulted by Superior)</div>	<div></div> <div>(Superior Approval)</div>
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(Working Relationship)

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- (Job Specifications)
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MS Office ,Internet

[illegible]

(Education Background)

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(Professional Experiences

1. 1-2

(Competencies)

知識 (Knowledge)	技能 (Skills)	能力・個性 (Mental Abilities/Personalities)
<p>1. 知識</p> <p>2. 知識</p>	<p>- 技能</p> <p>- 技能</p> <p>- 技能</p>	<p>- 能力</p> <p>- 個性</p> <p>- 能力</p> <p>- 個性</p>
<p>1. 知識</p> <p>2. 知識</p>	<p>- 技能</p> <p>- 技能</p> <p>- 技能</p>	<p>- 能力</p> <p>- 個性</p> <p>- 能力</p> <p>- 個性</p>
<p>1. 知識</p> <p>2. 知識</p>	<p>- 技能</p> <p>- 技能</p> <p>- 技能</p>	<p>- 能力</p> <p>- 個性</p> <p>- 能力</p> <p>- 個性</p>

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JD-HR-004 ??????????-?????????

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

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(Working Relationship)

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(Job Specifications)

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5. MS Office , Business plus , ,
Internet

6.

7.

(Education Background)

/ /
(Certification/Licensing)

(Professional Experiences)

- / 1-2

(Competencies)

<input type="text"/> (Knowledge)	<input type="text"/> (Skills)	<input type="text"/> <input type="text"/> / <input type="text"/> (Mental Abilities/Personalities)
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JD-AM-001

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职位名称 ()	职位编号	职位名称	Administration Manager
所属部门	所属部门 - 职位名称	所属部门	所属部门 - 职位名称
职位等级	职位等级 - 职位名称	职位等级	G4

职位描述 (Job Purpose)

职位描述	职位描述
职位描述	职位描述
职位描述	职位描述
职位描述	职位描述

关键职责 (Key Responsibilities)

关键职责和活动内容 (Key Responsibilities and Activities)	关键目标 (Key Objectives)	绩效指标 (Performance Indicators)
职位描述 - 职位名称 - 职位描述 职位描述 职位描述 - 职位名称 - 职位描述 职位描述 职位描述 - 职位名称 职位描述 职位描述	- 职位描述 职位描述 职位描述 - 职位名称 - 职位名称 职位描述 职位描述	- 职位描述 职位描述 Deadstock - 职位名称 100% - 职位名称 100%

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(Subordinate's Responsibilities)

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(Financial Responsibilities/Authorization)

<div></div> <div>(Item)</div>	<div></div> <div>(Amount/Authorized level)</div>		
	<div></div> <div>(Own Decision)</div>	<div></div> <div>(Consulted by Superior)</div>	<div></div> <div>(Superior Approval)</div>
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(Working Relationship)

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☐ (Others)

JD-AM-002 ????????????

????????? (?)	????????? ???? ?	????????? (?)	Human Resource Admin
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???????????????????? (Job Purpose)

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

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(Key Responsibilities and Activities)	(Key Objectives)	(Performance Indicators)

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 /  /  (Major Challenges)

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(Subordinate's Responsibilities)

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

(Financial Responsibilities/Authorization)

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

(Working Relationship)

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(Job Specifications)

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(Education Background)

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(Certification/Licensing)

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(Professional Experiences)

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(Competencies)

XXXXXX (Knowledge)	XXXXX (Skills)	XXXXXXXXXXXXXXXXXXXX XX /XXXXXXXXXX (Mental Abilities/Personalities)
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JD-SE-001 ??????????

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(Job Purpose)

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(Key Responsibilities)

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

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

(Financial Responsibilities/Authorization)

<div> <div></div> <div>(Item)</div> </div>	<div> <div></div> <div>(Amount/Authorized level)</div> </div>		
	<div> <div></div> <div>(Own Decision)</div> </div>	<div> <div></div> <div>(Consulted by Superior)</div> </div>	<div> <div></div> <div>(Superior Approval)</div> </div>
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(Working Relationship)

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(Job Specifications)

(Education Background)





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(Certification/Licensing)

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JD-AM-003

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Head of Facilities Department	Head of Facilities Department	Head of Facilities Department	Head of Facilities Department
Head of Facilities Department	Head of Facilities Department	Head of Facilities Department	Head of Facilities Department
G4	G4	G4	G4

Job Purpose

Job Purpose

Key Responsibilities

Responsibilities and Activities	Key Objectives	Performance Indicators
1. Responsibilities and Activities	Key Objectives	Performance Indicators

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(Job Specifications)

(Education Background)

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(Certification/Licensing)

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(Professional Experiences)

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(Competencies)

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

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