

# 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)
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[illegible]



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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>
<div></div> <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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(Professional Experiences)

- <div></div>	<div></div>	10 <div></div>
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(Competencies)

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

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Revision #5

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