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XXXXXXXXXX XX)	(XXXXXXXXXX XXXXX	XXXXXXXXXX	Merchandise
XXXX	XXXXXXXXXX XX	XXXX	XXXXXXXXXX
XXXXXXXXXX XX	XXXXXXXXXX XXXXXXXXXX	XXXXXXXXXX XXX	G4

 (Job Purpose)

[illegible]

 (Key Responsibilities)

/ (Key Responsibilities and Activities)	(Key Objectives)	(Performance Indicators)
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[illegible]

 / / (Major Challenges)

[illegible]

Responsibilities) (Subordinate's

(Position)	(Job Scope)

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

XXXXXXXXXX XXXXXX		/	/
XXXXXXXXXX P/O			/
XXXXXXXXXX XXXXXXXXXX X	/		/

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

(Working Relationship)

XXXXXX / XXXXXXXXXXXXXX XX	XXXXXXXXXXXXXXXXXX XX	XXXXXX
XXXXXXXXXX Vendor	XXXXXXXXXXXX XXXX XXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXX	XXXXXX
XXXXXXXXXXXX XXXXX XXXXX	XXXXXXXXXXXXXXXXXXXX Vendor, XXXXXXXXXXXXXXXXXXXX XXXXX XXXXXXXXXXXXXXXXXXXX pass XXXXXXXXXXXXXXXXXXXX	XXXXXX
XXXXXXXXXXXXXXXXXXXX XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXX XXXXX PO	XXXXXX
XXXXXXXXXXXXXXXXXXXX XXXXXX	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX , XXXXXXXXXXXXXXXXXXXX	XXXXXX 2 XXXX / XXXXXX
XXXXXXXXXXXXXXXXXXXX XXXXX -XXXXXX - XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	XXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

(Job Specifications)

1. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXX Microsoft Office
2. XXXXXXXXXXXXXXXXXXXXXXX Internet
3. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX BC Account
4. XXX Vendor
5. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXX

(Education Background)

XXXXXXXXXXXXXXXXXXXX	XXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXX	XXXXXXXXXX
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Certification/Licensing

(Professional Experiences)

3

(Competencies)

(Others)
