

# Job

- [JD D-MC-002 Job Description / \[XXXXXXXXXXXXXXXXXXXX\]](#)
- [JD-MC-001 Job Description / \[XXXXXXXXXX\]](#)





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**Collective Action**

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/????????

/????????

(Major Challenges)

- ???
- ??
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- ??
- ??
- ???
- ??

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(Subordinate's Responsibilities)

???????? (Position)	???????????????? (Job Scope)
????????????????????	???????????? ????????????????????
????????????????	???????????? ???????????????????? ????????????????

????????????

(Financial Responsibilities/Authorization)

???????? (Item)	???????????????? (Amount/Authorized level)		
	???????????? (Own Decision)	???????????? (Consulted by Superior)	???????????? ???????? (Superior Approval)
???????????? ????	/	/	/
???????????? ????	/		/

XXXXXXXXXX XXXXXX	/		
XXXXXXXXXX XX	/		

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

(Working Relationship)

XXXXXXXXXX / XXXXXXXXXXXXXXXXXXXX X	XXXXXXXXXXXXXXXXXXXX X	XXXXXX
XXXXXXXXXXXX Vendor	XXXXXXXXXXXX XXXX XXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXX	XXXXXX
XXXXXXXXXXXX XXXXX XXXXXX	XXXXXXXXXXXXXXXXXXXX Vendor, XXXXXXXXXXXXXXXXXXXX XXXXXX XXXXXXXXXXXXXXXXXXXX pass XXXXXXXXXXXXXXXXXXXX	XXXXXX
XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXX XXXXX PO	XXXXXX
XXXXXXXXXXXXXXXXXXXX XXXXXX	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX , XXXXXXXXXXXX	XXXXXX 2 XXXXX / XXXXXX
XXXXXXXXXXXXXXXXXXXX X	1. XXXXXXXXXXXXXXXXXXXX Vender XXXXXXXXXXXXXXX PO 2. XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX	XXXXXX 3 XXXXX / XXXXXX
XXXXXXXXXXXXXXXXXXXX X	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX 2 XXXXXX
XXXXXXXXXXXXXXXXXXXX X	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XX	XXXXXXXXXXXXXXXXXXXX 2 XXXXXX
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX X, XXXX	XXXXXXXXXXXXXXXXXXXX 1 XXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

(Job Specifications)

1. XXXXXXXXXXXXXXXXXXXXXXX

XXXXXX

Microsoft Office



<p>(.....)</p> <p>□□□□ ...../...../.....</p>	<p>(.....)</p> <p>□□□□ ...../...../.....</p>	<p>(.....)</p> <p>□□□□ ...../...../.....</p>
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Vendor		
	Vendor,	pass
	PO	

Job Specifications

(Job Specifications)

- Microsoft Office
- Internet
- BC Account
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Education Background

(Education Background)

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Certification/Licensing

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(Certification/Licensing)

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Professional Experiences

(Professional Experiences)

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Competencies

(Competencies)

(Knowledge)	(Skills)	(Mental Abilities/Personalities)
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