




JD-MC-001 Job Description / ????????????

1111111111 111)	1111111111 1	11111111	Buyer (BY)
1111	1111111111 11	1111	1111111111
1111111111 11	1111111111 1111111111	1111111111 111	G311111111 (PR)

□□□□□□□□□□ (Job Purpose)

(Key Responsibilities)

 (Key Responsibilities and Activities)	 (Key Objectives)	 (Performance Indicators)
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<div>1. <div></div></div> <div>- <div></div></div> <div><div></div></div> <div>Back order</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>)</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></div> <div><div></div></div> <div>- <div></div></div> <div><u>Link-WI-MC-001</u></div> <div><div></div></div> <div><div></div> (PR)</div> <div><u>Link-WI-MC-002</u></div> <div><div></div></div> <div><u>Link-WI-MC-003</u></div> <div><div></div></div> <div><u>Vender</u></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> /</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>- <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><div></div> 10</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><div></div></div> <div><div></div></div> <div>Back Order <div></div> 5</div> <div><div></div> /<div></div></div> <div>-</div> <div><div></div></div> <div><div></div></div> <div>(Back Order) <div></div> 5 <div></div> /</div> <div><div></div></div>
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2. Check List

<https://vdo.pay9.co/videos/embed/994b1c9f-91e1-4c6d-8d04-4fd2c13bd1fd>

<div><u>????????????????????</u></div>
<div><u>Drop Ship</u></div>
<div><u>????????????????</u></div>

??????????

Collective Action

??

/ / (Major Challenges)

- Spec.
-
-
- supplier

(Subordinate's Responsibilities)

(Position)	(Job Scope)

(Financial Responsibilities/Authorization)

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

(Working Relationship)

/		
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<div>Vendor</div>	<div>pass</div>	
<div>Vendor,</div>	<div>pass</div>	
	<div>PO</div>	

(Job Specifications)

1. Microsoft Office
2. Internet
3. BC Account
4.

(Education Background)

/

/

(Certification/Licensing)

(Professional Experiences

1

(Competencies)

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

□□□□□□ (Prepare By)	□□□□□□□□ (Approved By)	□□□□□□□□□□ (Acknowledged By)
(.....) □□□□□/...../.....	(.....) □□□□□/...../.....	(.....) □□□□□/...../.....