




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

XXXXXXXXXX ( XX )	XXXXXXXXXX X	XXXXXXXXXX	Buyer (BY)
XXXX	XXXXXXXXXX XX	XXXX	XXXXXXXXXX
XXXXXXXXXX XX	XXXXXXXXXX XXXXXXXXXX	XXXXXXXXXX XXXX	G3XXXXXXXXXX (PR)

□□□□□□□□□□ (Job Purpose)


(Key Responsibilities)

 (Key Responsibilities and Activities)	 (Key Objectives)	 (Performance Indicators)
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2. ☐

Check List

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

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

**Drop Ship**

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

??????????

Collective Action

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/ / (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)

