

J?D-MC-002 Job Description /

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???????????????????? (Job Purpose)

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???????????? (Key Responsibilities)

???????? / ???????? (Key Responsibilities and Activities)	???????? ??? (Key Objectives)	???????? ???????? (Performance Indicators)
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Drop Ship

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Collective Action

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(Major Challenges)

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(Subordinate's Responsibilities)

(Position)	(Job Scope)

(Financial Responsibilities/Authorization)

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

1.

Microsoft Office
2.

Internet
3.

BC Account

(Education Background)

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(Certification/Licensing)

(Professional Experiences)

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10

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10

(Competencies)

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