

Job Description

- JD-RT-002 Service Division
- JD-RT-004
- JD-RT-007
- JD-RT-006

JD-RT-002 Service Division

<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> XXXXXXXXXX (</div> <div style="display: flex; justify-content: space-between;"> XX) </div> </div>	<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> XXXXXXXXXX </div> <div style="display: flex; justify-content: space-between;"> XXXXX </div> </div>	<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> XXXXXXXXXX (</div> <div style="display: flex; justify-content: space-between;"> XXXXX) </div> </div>	Service Division
<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> XXXX </div> </div>	<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> XXXXXX </div> <div style="display: flex; justify-content: space-between;"> XXXXXXXXXX </div> </div>	<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> XXXX </div> </div>	XXX
<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> XXXXXXXXXX </div> <div style="display: flex; justify-content: space-between;"> XX </div> </div>	<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> XXXXXXXXXX </div> <div style="display: flex; justify-content: space-between;"> XXXXXXXXXX </div> </div>	<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> XXXXXXXXXX </div> <div style="display: flex; justify-content: space-between;"> XX </div> </div>	G5

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

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

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<p>3.</p> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div>	<p>- <div style="border: 1px solid black; width: 100%; height: 15px;"></div></p> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <p>-</p> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div>	<p>- <div style="border: 1px solid black; width: 100%; height: 15px;"></div></p> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <p>-</p> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> Incentive .. <div style="border: 1px solid black; width: 100%; height: 15px;"></div> 20-25 <div style="border: 1px solid black; width: 100%; height: 15px;"></div>
<p>4.</p> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div>	<p>- <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div></p> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div>	<p>- <div style="border: 1px solid black; width: 100%; height: 15px;"></div></p> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <p>-</p> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> .. <div style="border: 1px solid black; width: 100%; height: 15px;"></div>
<p>5.</p> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div>	<p>- <div style="border: 1px solid black; width: 100%; height: 15px;"></div></p> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <p>-</p> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div>	<p>- <div style="border: 1px solid black; width: 100%; height: 15px;"></div></p> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="border: 1px solid black; width: 100%; height: 15px;"></div>

Decision (Own Decision)	Decision (Consulted by Superior)	Decision (Superior Approval)	
Decision Decision	/	/	/
Decision Decision	/	/	/
Decision Decision Back Order	/		/
Decision Decision	/	/	/

Working Relationship

Decision / Decision Decision	Decision Decision	Decision
Decision	Decision	Decision
Decision	Decision PR Backorder Decision Decision Decision	Decision
Decision - Decision	- Decision Decision Decision Decision Decision	Decision
Decision , Decision	- Decision Decision	Decision
Decision Logistic	- Decision - Decision Decision	Decision

(Job Specifications

1. Decision
2. Decision Decision Decision
3.
Decision
Decision

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(Education Background)

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(Certification/Licensing)

XXXXXXXXXXXXXXXXXX

(Professional Experiences)

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXX

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???????????????????? (Competencies)

XXXXXX (Knowledge)	XXXX (Skills)	XXXXXXXXXX XXXXXX / XXXXXX (Mental Abilities/Personalities)
1. XXXXXXXXXX XXXXXXXXXX XXXXXX	- XXXXXXXX - XXXXXXXX	- XXXXXXXX XX
2. XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXX		- XXXXXXXX XXXXXXXXXX XXXXXXXXXX - XXXXXXXX XXXXXXXXXX - XXXXXXXX XXXXXXXXXX XX
3. XXXXXXXXXX XXXXXXXXXX		

XXXXXXXXXX

(Others)

XXXXXX
(Prepare By)

XXXXXXXXXX
(Approved By)

XXXXXXXXXX
(Acknowledged By)

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JD-RT-004 ????????????????

????????? (?)	????????? ????????	????????? ()	Customer Relation
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???????????????????????????????? (Job Purpose)

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

????????? / ????????? (Key Responsibilities and Activities)	???????????? ???? (Key Objectives)	???????????? ???????? (Performance Indicators)
1. ?????????	- ????????? CRM - ???????? ???? - ???????? ???? ???????? ????	- ???????? ???? - ???????? ???????? ???????? ???? 80
2. ????????? ???????? ????????	- ???????? ?? - ???????? ? - ???????? ???? ???????? ???????? ???????? ???????? Drop Ship	- ???????? ???????? ?? - ???????? ????

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????????????/????????/???????? (Major Challenges)

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-  CRM
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???????????????? (Financial Responsibilities/Authorization)

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	<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>(Own Decision)</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>(Consulted by Superior)</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>(Superior Approval)</div> </div>
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☐ (Working Relationship)

[illegible]

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

<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div>(Prepare By)</div>	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div>(Approved By)</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>(Acknowledged By)</div>
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JD-RT-007 ??????????????









XXXXXXXXXX (XXX)	XXXXXXXXXX XXXXX	XXXXXXXXXX (XXXXX)	Information
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XXXXXXXXXXXXXXXXXXXXX (Job Purpose)

XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX
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XXXXXXXXXXXXXXXXXXXXX (Key Responsibilities)

XXXXXXXXXXXXX / XXXXXXXXXX (Key Responsibilities and Activities)	XXXXXXXXXXXXXXXXXXXXX XXXX (Key Objectives)	XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX (Performance Indicators)
1. XXXXXXXXXXXXXXXX	- XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX - XXX /XXX XXXXXXXXXXXX - XXXXXXXXXXXXXXXXXXXX XXXXXX - XXXXXXXXXXXX - XXXXXXXXXXXX - XXXXXXXXXXXX - XXXXXXXXXXXXXXXXXXXX XXXX - XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX X - XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX (XXXXXXXX)	- XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXX
2. XXXXXXXXXXXXXXXX	- XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXX - XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXX	- XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXX

<p>3.</p> 	<p>-</p>  <p>-</p>  <p>-</p>  <p>-</p> 	<p>-</p>    <p>80</p>
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 (Subordinate's Responsibilities)

<div> <div>□□□□□□</div> <div>(Position)</div> </div>	<div> <div>□□□□□□□□□□</div> <div>(Job Scope)</div> </div>

_____ (Financial Responsibilities/Authorization)

<div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div>(Item)</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>(Amount/Authorized level)</div> </div>		
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 (Working Relationship)

<div> <div>□□□□□□□</div> <div>/</div> <div>□□□□□□□□□□□□□□□□</div> <div>□</div> </div>	<div> <div>□□□□□□□□□□□□□□□□</div> <div>□</div> </div>	<div> <div>□□□□□□</div> </div>
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1. ████████████████████ ██	██████████	- ██████████
2. ████████	██████████	- ████████
3. ████████████████████ ██████		- ████████████████████ ██████
		- ██████████

██████████
 □ (Others)

<div>██████</div> <div>(Prepare By)</div>	<div>██████████</div> <div>(Approved By)</div>	<div>████████████████</div> <div>(Acknowledged By)</div>
<div>(.....)</div> <div>██████ /...../.....</div>	<div>(.....)</div> <div>██████ /...../.....</div>	<div>(.....)</div> <div>██████ /...../.....</div>

JD-RT-006 ??????????????

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

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

???????? / ???????? (Key Responsibilities and Activities)	???????? ???? (Key Objectives)	???????? ???????? (Performance Indicators)
1. ?????	- ????? ???????? ???	- ???????? ???????? 3 ???? /????
	- ???????? ???????? ???????? ???	- ???????? 80 ????????
2. ?????	- ???????? ????	- ???????? ???????? ????
3. ????? ???????? ????????	- ???????? ???????? ????	- ???????? ????

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(Subordinate's Responsibilities)

<div></div> <div>(Position)</div>	<div></div> <div>(Job Scope)</div>

(Financial Responsibilities/Authorization)

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

(Working Relationship)

<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>LP</div>	<div></div>
<div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>	<div></div>
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(Job Specifications)

1.

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2.
3.

(Education Background)







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[illegible]

(Professional Experiences)

(Competencies)

☐ (Others)

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