

Job description SO2

- JD-SP-001 [] (Support)
- JD-SP-002 [] Support
- JD-SP-003 []
- JD-SP-004 [] Packing
- JD-SP-005 [] End Control
- JD-SP-006 [] (Checker)

JD-SP-001

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(Support)

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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>Store Manager</div>	<div><div></div><div></div><div></div></div>	<div>G5</div>	

(Job
Purpose)

Cycle Count

KPI .

(Key Responsibilities)

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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><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div><div>-</div></div></div></div>		
1. <div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div></div>	<div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div></div></div>	<div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div></div></div>
2. <div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div>	1. <div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div></div> GR 2. <div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div></div> <div><div><div></div><div></div><div></div><div></div></div></div>	<div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div></div><div>1. Link : JD-SP-003 <div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div></div></div></div></div>
3. <div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div></div>	1. <div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div></div> <div><div></div><div></div></div> 2. <div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div></div> <div><div><div></div><div></div><div></div><div></div></div></div> 3. <div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div></div> <div><div><div></div><div></div><div></div><div></div></div></div>	<div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div>
4 <div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div>GR</div>	1. <div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div></div> <div><div></div><div></div>GR</div> 2. <div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div></div> <div><div><div></div><div></div><div></div><div></div></div></div>	1. Link : JD-SP-002 <div><div><div></div><div></div><div></div><div></div></div></div> Support
5. <div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div>Checker</div>	1. <div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div></div> <div><div><div></div><div></div><div></div><div></div></div></div> <div><div><div></div><div></div><div></div><div></div></div></div>	<div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div><div>1. Link : JD-SP-006 <div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div>(Checker)</div></div></div>

<p>6. Inventory Control Coordinator ICC</p>	<p>1. Cycle Count</p> <p>2.</p> <p>3. Zombie</p> <p>4.</p> <p>5.</p> <p>6.</p> <p>7.</p>	<p>1. Link : JD-SP-002 Support</p>
<p>7.</p> <p></p> <p></p>	<p>1.</p> <p>2.</p> <p>3.</p>	<p></p> <p></p> <p></p>
<p>8.</p>	<p>1.</p> <p>2.</p>	<p></p> <p></p>
<p>9.</p>	<p>1. TQM</p> <p>2. KPI</p> <p>3. OKRs</p> <p>4. 5</p>	<p>1. Link :</p> <p>OKRs</p> <p>2. Link :</p> <p></p> <p></p>
<p>10.</p>	<p>1.</p>	

11. 姓名：_____ 性别：____	1. 工作职责：_____ 2. _____ 3. _____ 4. _____ 5. _____	_____ ____
12. 姓名：_____	1. 工作职责：_____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	_____ _____

_____/_____/____

____ (Major Challenges)

1. _____
2. _____
3. _____
4. _____

(Subordinate's Responsibilities)

____ (Position)	_____ ____ (Job Scope)
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XXXXXXXXXXXXXXXXXXXXXXXXXXXX

(Working Relationship)

XXXXXXXXXX/	XXXXXXXXXX	XXXXXX
XXXXXXXXXX	XXXXXXXXXX	
XXXXXXXXXX		
XXXXXXXXXX	XXXXXXXXXX XXXXXXXXX	XXXXXX
XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXX
XXXXXXXXXXXXXXXX	XXXX XXXXXXXXXXXXXXX	XXXXXX
XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX SPO	XXXXXX
XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX SPO	XXXXXX
XXXX LP	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX		
	XXXXXX XXXXXXXXX	XXXXXX

XXXXXXXXXXXXXXXXXXXX (Job Specifications)

XXXXXXXXXXXX (Education Background)

XXXXXXXXXX (XXXXXXXXXXXXXXXXXXXX)

XXXXXXXXXXXXXXXXXX/XXXXXXXXXXXXXXXXXXXX

XX/XXXXXXXX (Certification/Licensing)

-

XXXXXXXXXXXXXXXXXXXX (Professional Experiences)

- XXX 1 XX

(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>
<div>- <div></div><div></div><div></div><div></div><div></div><div></div></div>	<div>- <div></div><div></div><div></div><div></div></div>	<div>- <div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

(Others)

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

JD-SP-002 ??????Support

[illegible]

(Job Purpose)

[illegible][illegible]

(Key Responsibilities and Activities)	(Key Objectives)	(Performance Indicators)
<p>1. Cycle Count</p>	<p>1.</p> <p>2.</p>	
<p>2.</p>	<p>1.</p>	
<p>3. Zombie</p>		
<p>4.</p>		

5. □□□□□□□□□□□□ □□□□□□		
6. □□□□□□□□□□□□ □□□□□□ - □□□□□□		
7. □□□□□□□□□□□□ □□□□□□ - □□□□□□		
8. □□□□□□□□□□□□ □□□□□□□□□□□□ □□□□□□□□□□□□ □□□□□□	1. □□□□□□□□□□ □□□□□□□□□□ 2. □□□□□□□□□□ □□□□□□□□□□□□ 3. □□□□□□□□□□ □□□□□□□□□□□□ □□□□□□□□□□	

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□□□□□ (Major Challenges)

1. □□□□□□□□□□
 2. □□□□□□□□□□

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(Subordinate's Responsibilities)

□□□□□□ (Position)	□□□□□□□□□□□□ □ (Job Scope)

□□□□□□□□□□□□ (Financial Responsibilities/Authorization)

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

(Working Relationship)

Customer/Supplier Relationship	Relationship Type	Rating
Relationship	Relationship Type	Rating
Relationship	Relationship Type	Rating
Relationship	Relationship Type	Rating
Relationship Drive Thru (Relationship)	Relationship Type	Rating
Relationship	Relationship Type	Rating
Relationship	Relationship Type	Rating
Relationship	Relationship Type	Rating

(Job Specifications)

(Education Background)

(Professional Experiences)

- Relationship 1

(Competencies)

Knowledge (Knowledge)	Skills (Skills)	Mental Abilities/Personalities (Mental Abilities/Personalities)
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JD-SP-003

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XXXXXXXXXX XX(XXXX)	XXXXXXXXXX XXXXXXXXXX	XXXXXXXXXX XX(XXXXXX)	Store Good Receiving	
XXXX	XXXXXXXXXX XXXX	XXXX	XXXX	
XXXXXXXXXX XXXX	XXXXXXXXXX XXXXXX	XXXXXXXXXX XXXXXX	G2	

XXXXXXXXXXXXXXXXXXXXXXXXXXXX (Job

Purpose)

XXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX (Key Responsibilities)

XXXXXXXXXX XX/XXXXXXXX XXXX (Key Responsibilities and Activities)	XXXXXXXXXX XXXXXXXXXX XXXX (Key Objectives)	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX (Performance Indicators)
1. XXXXXXXXXXXXXXXXXX XXXXXXXXXXXX	1. XXXXXXXXXXXXXXXXXX XXXXXXXX-XXXXXXXX	XXXXXXXXXXXXXXXXXX □
2. XXXXXXXXXXXXXXXXXX XXXX	1. XXXXXXXXXXXXXXX- XXXXXX 2. XXXXXXXXXXXXXXX- XXXXXXXXXXXX 3. XXXXXXXXXXXXXXXXXX XXXXXXXX	XXXXXXXXXXXXXXXXXX XXXXXX XXXXXXXXXXXXXXXXXX XXXXXX 1. Link : WI-GR-002 XXXXXXXXXXXXXXXXXX

<p>3.</p> <div></div> <div></div> <div></div>	<p>1.</p> <div></div> <div></div> <p>2.</p> <div></div> PO <div></div> <div></div> <p>3.</p> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>
<p>4.</p> <div></div> <div></div>	<p>1.</p> <div></div> <div></div> VENDER <p>2.</p> <div></div> <div></div> <div></div>	<div></div> <div></div> <p>1. Link ..WI-GR-001</p> <div></div> <p>Goods Receiving</p> <p>2. Link : WI-GR-003</p> <div></div> <div></div> <p>3. Link PAR-GR-004</p> <div></div> <div></div> <div></div> <div></div> <p>4. Link : CAR2567-AC-001</p> <div></div> <div></div> <p>5. CAR2567-AC-002</p> <div></div> <div></div> <p>6. PAR67-GR-001</p> <div></div> <div></div> <p>7. CAR2567-GR-005</p> <div></div> <div></div> A 15 . TOP PRO <div></div> <div></div> <p>8. WI-GR-016</p> <div></div> <div></div> <p>9. CAR67-GR-007</p> <div></div> <div></div> <div></div> <div></div>

5.	<div> <div></div> <div></div> <div></div> </div>	<div> <div></div> <div></div> </div>	<div> <div></div> <div></div> </div>
6.	<div> <div></div> <div></div> </div>	<div> <div> <div></div> <div>Pack</div> </div> <div> <div></div> <div></div> </div> </div>	<div> <div></div> <div></div> </div>
7. <div></div> Packet	<div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div>	<div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div>	<div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div>
8. <div></div> Test Scan	<div> <div> <div></div> <div>Barcode</div> </div> <div> <div></div> <div>Barcode</div> </div> </div>	<div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div>	<div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div>
9.	<div> <div></div> <div></div> </div>	<div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div>	<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>DMG</div> </div>	<div> <div> <div></div> <div>DMG</div> </div> <div> <div></div> <div></div> </div> </div>	<div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div>
11.	<div> <div></div> <div>RTV</div> </div>	<div> <div> <div></div> <div>RTV</div> </div> <div> <div></div> <div></div> </div> </div>	<div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div>
12.	<div> <div></div> <div>SPO</div> </div>	<div> <div> <div></div> <div>SPO</div> </div> <div> <div></div> <div></div> </div> </div>	<div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div>

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□□□□□ (Major Challenges)










1. 
2. 

[illegible]

(Subordinate's Responsibilities)

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

□ □ □ □ □ □ □ □ □ □ (Financial Responsibilities/Authorization)

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

(Working Relationship)

[illegible][illegible]

(Education Background)




□□□-□□□□□□ (□□□□□□□□□□)

[illegible]

- 1

(Competencies)

<div data-bbox="161 125 311 163"> </div> <div data-bbox="175 183 478 228"> <p>(Knowledge)</p> </div>	<div data-bbox="678 125 788 163"> </div> <div data-bbox="711 183 880 228"> <p>(Skills)</p> </div>	<div data-bbox="1053 125 1248 163"> </div> <div data-bbox="1053 188 1248 226"> </div> <div data-bbox="1045 253 1257 293"> </div> <div data-bbox="1195 320 1260 358"> </div> <div data-bbox="1045 383 1487 551"> <p>(Mental Abilities/Personalities)</p> </div>
<div data-bbox="97 593 316 748"> <p>- </p> <p></p> <p>- </p> <p>- </p> </div>	<div data-bbox="569 586 711 642"> <p>- </p> <p>- </p> </div>	<div data-bbox="1040 586 1260 678"> <p>- </p> <p>- </p> <p>- </p> </div>

 (Prepare By)	 (Approved By)	 (Acknowledged By)
<p>(.....)</p> <p>...../...../.....</p>	<p>(.....)</p> <p>...../...../.....</p>	<p>(.....)</p> <p>...../...../.....</p>

JD-SP-004 ????????Packing

<div><div></div><div></div><div>()</div></div>	<div>Packing</div>	<div><div></div><div></div><div>()</div><div></div></div>	<div>Packing</div>	<div></div>
<div><div></div></div>	<div><div></div><div></div></div>	<div><div></div></div>	<div><div></div></div>	
<div><div></div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div>G2</div>	

(Job Purpose)

(Key Responsibilities)

<div><div></div><div></div></div> <div>(Key Responsibilities and Activities)</div>	<div><div></div><div></div></div> <div>(Key Objectives)</div>	<div><div></div><div></div></div> <div>(Performance Indicators)</div>
<div><div></div><div></div></div>	<div>- <div></div><div></div><div></div></div>	<div>1. Link : WI-GR-008 <div></div> Pack <div></div></div> <div>2. <div></div></div> <div><div></div> 2</div>
	<div>- <div></div> Pack <div></div><div></div></div>	<div>3. CAR67-GR-009 <div></div></div> <div><div></div> Leo Frame <div></div></div>

	- <input type="text"/> <input type="text"/>	PAR-GR-002 <input type="text"/> <input type="text"/> Deltech Plus <input type="text"/> <input type="text"/>
	- <input type="text"/> Pack <input type="text"/> <input type="text"/>	
	- <input type="text"/> <input type="text"/>	

/ /

(Major Challenges)

- <input type="text"/> - <input type="text"/>
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(Subordinate's Responsibilities)

<input type="text"/> (Position)	<input type="text"/> (Job Scope)

(Financial
Responsibilities/Authorization)

<input type="text"/> (Item)	<input type="text"/> (Amount/Authorized level)		
	<input type="text"/> <input type="text"/> (Own Decision)	<input type="text"/> <input type="text"/> (Consulted by Superior)	<input type="text"/> <input type="text"/> (Superior Approval)

(Working Relationship)

<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div></div>
<div><div>CC</div></div>	<div><div></div><div></div></div>	<div><div></div></div>
<div><div></div></div>	<div><div></div></div>	<div><div></div></div>

(Job Specifications)

(Education Background)

-

(Certification/Licensing)

-

(Professional Experiences)

-

(Competencies)

<div><div></div><div>(Knowledge)</div></div>	<div><div></div><div>(Skills)</div></div>	<div><div></div><div></div><div>(Mental Abilities/Personalities)</div></div>
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???????????????? End
Control

			End Control	
				
			G2	

[illegible][illegible]

- <div></div> <div></div>	<div></div> <div></div> Pack <div></div> <div></div> <div></div> <div></div> Test Scan <div></div>
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(Major Challenges)

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(Subordinate's Responsibilities)













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

(Financial Responsibilities/Authorization)

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

(Working Relationship)

<div></div> <div></div>	<div></div> <div></div>	<div></div>
<div></div> Drive Thru(<div></div>)	<div></div> <div></div>	<div></div>

(Job Specifications)

(Education Background)

-

[illegible]




□□/□□□□□□ (Certification/Licensing)

--

(Professional Experiences)

-

(Competencies)

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

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

JD-SP-006 ??????????????

(Checker)

???????? (?)	??????	????????	Store Checker
???	??????	???	??????
???????? ?	???????? ????????	???????? ??	G2 ???? SCK

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

???????? (Key Responsibility)	???????? (Key Activities)	???????? (Expected Results)
1. ???????? ???	???????? ???????? ????????	- ???????? ???????? ????? 10 % ???????? ?????? 1. <u>Link : WI-CK-001</u> ???????? ????? 2. <u>Link PAR-GR-005</u> ???????? ????????

2. <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>1. Link : WI-CK-002</div> <div></div> <div></div> <div>2. Link : CAR-CK-005</div> <div></div> <div>3. Link : CAR-CK-004</div> <div></div> <div>4. CAR-CK-008</div> <div></div> <div><div></div><div></div></div> <div></div> <div>5. CAR2567-GR-004</div> <div></div> <div></div> <div></div> <div>6. CAR67-WH-016</div> <div></div> <div><div></div>400</div> <div><div></div><div></div></div> <div>600 <div></div></div>
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??????????????

 / / (Major Challenges)

1.

2.

3.

 (Financial Responsibilities/Authorization)

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

<div style="display: flex; justify-content: space-between;"> <div> <p>QUESTION</p> <p>QUESTION TEXT</p> </div> <div> <p>/</p> </div> </div>			

(Working Relationship)

[illegible]

(JOB SPECIFICATIONS)

[illegible]

(Education Background)

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[illegible]

/

(Certification /

Licensing)

[illegible]

(Professional Experiences)

1.  2 
2. 
 2 

(Key Competencies)

(Knowledge)		(Job Competency)
<p>- Microsoft office Printer , Scanner , Fax FIFO</p>	<ul style="list-style-type: none"> Microsoft office Printer , Scanner , Fax 	<ol style="list-style-type: none"> Microsoft office Printer , Scanner , Fax FIFO

□ (Others)

<div style="border: 1px solid black; height: 60px; width: 100%;"></div> <div style="text-align: center;">  (Prepared By) </div>	<div style="border: 1px solid black; height: 60px; width: 100%;"></div> <div style="text-align: center;">  (Approved By) </div>
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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>
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