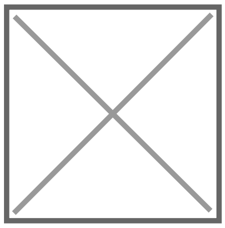
JD-SP-001 ?????????????????????? (Support)

□□□□□ □□□□□ □(□□□)	□□□□□□ □□□□□□ □□□□□□ □□□(Support)	□□□□□ □□□□□ □(□□□□ □□)	SUPPORT DIVISION	
□□□□	□□□□□□ □□□□□□ □	□□□□	□□□□□□ □	
□□□□□ □□□□□ □□□□	Store Manager	□□□□□ □□□□□ □□□□□	G5	

□□□□□□□□□□□□□□□□□□□□□□□□□□□□□ (Job Purpose)

□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□
□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□
□□□□□□□□□□□ □□□□□□
□□□□□□□□□□□□□□□□ Cycle Count
□□□□□□□□□□□□□□□□□□ □□□KPI □□□□□□
□□□□□□□

□□□□□□□□□□□□□□□□□□ (Key Responsibilities)

□□□□□□□ □□□□/□□ □□□□□□□ □□ (Key Responsibilities and Activities)	□□□□□□□ □□□□□□□ □□□□□□□ □ (Key Objectives)	□□□□□□□ □□□□□□□ □□□□□□□ □□□□□□ (Performance Indicators)	□□□□□□
1.□□□□□□ □□□□□□□ □□□ 1.1 1.2 1.3 1.4			
2. □□□ ICC □□□□□□□□□□□□□□ □□□□□□□□□□□□□ 2.1 2.2 2.3 2.4			
3. □□□□□□□□□□□□□□ □□□□□□□□□□□□□ □□□□□□□□□□□□□ □ 3.1 3.2 3.3			

4. □□□□□□□□□□□□ HR 4.1 □□□□□□□□□□□□ LP 4.2 □□□□□□□□□□□□□ □□□□□□□□□□□ - □□□□□□□ 4.3 □□□□□□□□□□□□□ □□□ □□□□ □□□□□□□□□□□ □□□□□ □□□□□□□□ □□□□□			
5. □□□□□□□□□□□□□ □□□□□□□□□□□□□ □□ 5.1 □□□□□□□□□□□□□ □□□□□□□□□ 5.2 □□□□□□ Morning Brief □□□□□□□□ 5.3			

6. □□□□□□□□□□□□□□□	1. □□□□□□□□□□□□□□□□□□□ 2. □□□□□□□□□□□□□ 3. □□□□□□□□□□□□□□□□□□□□□□□□□□□□□ 4. □□□□□□□□□□□□□□□□□□□□□□□□ 5. □□□□ □□□□□□□□□□□□□□□□□□□□	□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□	

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

□□□□□□□ :

□□□□□□□□□□□□□/□□□□□□□□□□/□□□□□ □□□□□□ (Major Challenges)

1. □□□□□□□□□□□□□□□□□□
2. □□□□□□□□□□□ □□□□□□□□□□□□□□
3. □□□□□□□□□□□□□□□□
4. □□□□□□□□□□□□

□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□

(Subordinate's Responsibilities)

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

□□□□□□□□□□□□□□ □□□□□ Googs Receiving GR	- □□□□□□□□□□□□□□ □□□□□□□ □□□□□□□□□□□□□□ □□□□□□□□□□□ □□□□□□□□□□□□□□ □□ □□□□□□□□□□□□□□ □□□□□□ □□□□□□□□□□□ □□□□□□□□□□□□□□ □□□□□□□□□□ □□□□□□□□□□□□□□ □□□□□ □ □□□□□□□□□□□□□□ □□□□□□□□□ □□□□□□□□□□□□□□ □□□□□ □□□□□□□□□□□□□□ □□□□□□□□□□□□□ □□□□□□ Barcode □□□□□□□□□ Barcode □□□ Test Scan □□□ Packing □□□□□□□□□ DMG □□□□□□□□□□□□□□ □□□□□□□□□□□ □□□□□□□□□□ □□□□□□□□□□□□□□ RTV □□□□□□□□□□□□ Pack □□□□□□□□□□□□□□ □□□□□ □

Checker	- □□□□□□□□□□□□□□ □□□□□□□□□□□□□□ □□□□□□□□□□□□□□ □□□ □□□□□□□□□□□□□□ □□□□ □□□□□□□□□□□□□□ □□□□□□□□□□□□□□ □□□
□□□□□□ **Support**	- □□□□□□□□□□□□□□ □□□□□□□ - □□□□□□□□□□□□□□ □□□
□□□□□□□ **(Position)**	□□□□□□□□□□□□□□ □ **(Job Scope)**

Inventory Control Coordinator ICC	-[illegible] [illegible] [illegible] [illegible] - [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]

[illegible] (Financial Responsibilities/Authorization)

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

[illegible] (Working Relationship)

[illegible]/[illegible] [illegible] [illegible]	[illegible] [illegible] [illegible]	[illegible]
[illegible] [illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible] [illegible]	[illegible]	[illegible]
[illegible] [illegible]	[illegible] SPO	[illegible]
[illegible] [illegible]	[illegible] SPO	[illegible]
[illegible] LP	[illegible] [illegible]	[illegible] [illegible]
[illegible] [illegible]	[illegible]	[illegible]

[illegible] (Job Specifications)

[illegible] (Education Background)

[illegible] ([illegible])

[illegible]/[illegible] [illegible]/[illegible] (Certification/Licensing)

-

□□□□□□□□□□□□□□□□□□ (Professional Experiences)

- □□□□□□□□□□□□□□□□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□ 1 □□

□□□□□□□□□□□□□□□□□□□□□□□□ (Competencies)

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

- □□□□□□□□□ □□□□□□□□□ □□□□ - □□□□□□□□□ - □□□□□□□□ - □□□□□□□□□ □□□□□□□□ - □□□□□□□□□ □□□□□□□	- □□□□□□□□□□ □ - □□□□□□□□□□ - □□□□□□□□□□ □□	- □□□□□□□□□□ - □□□□□□□□□□ □□□ - □□□□□□□□□□ □□□□□□□□ - □□□□□□□□□□ □□□□□□□ - □□□□□□□□□□ □□□□□□□ - □□□□□□□□□□ □□□□□□□□□ □□□□□□□

□□□□□□□□□□□□□□ □ (Others)

□□□□□□□□ (Prepare By)	**□□□□□□□□□ □ (Approved By)**	**□□□□□□□□□ □□□□□ (Acknowledged By)**

(……) □□□□□□……/……/……	(……) □□□□□□……/……/……	(……) □□□□□□……/……/……

Revision #13
Created 4 June 2023 10:45:04 by Support □□□□□□□□□□□
Updated 14 January 2025 07:27:58 by □□□□□□□□□□□□□□□□□□□□□□