

JOB DESCRIPTION MANUALS ADMINISTRATIONS

Job description			
Position Title		Affiliated department	Job level
Promotion direction		direct superior	direct subordinate
Internal collaboration		external collaboration	
Job summary			
*****Responsibilities and job content*****			
Responsibility one	Responsibilities	Weights	
	work content		
Responsibilities two	Responsibilities	Weights	
	work content		
Responsibility three	Responsibilities	Weights	
	work content		
Responsibilities four	Responsibilities	Weights	
	work content		
*****Qualifications*****			
Education level			
major			
work experience			
skills			

Sample Of Job Duties Manual

Ying-Ying Zheng



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