Roles and Responsibilities



Template Examples



- Supporting top management in decision-making related to people management.
- Managing or supporting NR-related processes.
- · Managing employee relations.
- Leveraging people analytics and reporting techniques.
- · Leading or supporting recruitment.
- Participating in the development or improvement of people management processes.



- Develop and implement effective sales strategies and plans to promote products and services.
- Establish and maintain relationships with key clients and stakeholders.
- Monitor and analyze sales data and market trends to identify new sales opportunities.
- Provide training and coaching to sales representatives to enhance their skills and performance.
- Prepare sales reports and forecast sales performance.
- Set and monitor sales targets for the sales team.



- Advertise job openings, screen resumes, conduct interviews and perform background checks.
- Write policies and handbooks that explain company operations.
- Assess and administer benefit plans, and oversee benefits expenses.
- Craft policies such as dress code, equipment, and anti-harassment.
- Keep employee records up-to-date.
- · Conduct exit Interviews.

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Chao Zhang

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