



MANUAL DE PROCEDIMIENTOS

Identificación del Cargo	
Nombre del cargo:	5. AUXILIAR LOGISTICO
Dependencia:	AREA OPERATIVA
Número de Cargos	Uno (1)
Reporta a (Nombre del cargo):	JEFE DE LOGISTICA

N°	PROCEDIMIENTOS
1	Se organiza y desarrolla actividades de formulación y tramitación de las Órdenes de Compra y Órdenes de Servicio.
2	Registrar y archivar la documentación sustentadora y establecer estadísticas de requerimientos y atenciones efectuadas por Oficinas y Direcciones.
3	Clasificar por el tipo de producto o servicio que comercializan o proveen y emitir semestralmente el reporte del Registro Interno de Proveedores.
4	Revisar que todo este correcto y se adjunta toda la sustentación (Pedido, Propuestas, Cuadros de evaluación y calificación, Acta de Otorgamiento de Buena Pro y Contratos), y se pasan los documentos para la firma del Director de la Oficina.
5	Integrar a la planificación general el Plan de Adquisiciones, formulando medidas para su ejecución.

Manual De Procedimientos De Una Empresa Ejemplo

SB Merriam



Manual De Procedimientos De Una Empresa Ejemplo:

This book delves into Manual De Procedimientos De Una Empresa Ejemplo. Manual De Procedimientos De Una Empresa Ejemplo is an essential topic that needs to be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Manual De Procedimientos De Una Empresa Ejemplo, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Manual De Procedimientos De Una Empresa Ejemplo
 - Chapter 2: Essential Elements of Manual De Procedimientos De Una Empresa Ejemplo
 - Chapter 3: Manual De Procedimientos De Una Empresa Ejemplo in Everyday Life
 - Chapter 4: Manual De Procedimientos De Una Empresa Ejemplo in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, this book will provide an overview of Manual De Procedimientos De Una Empresa Ejemplo. This chapter will explore what Manual De Procedimientos De Una Empresa Ejemplo is, why Manual De Procedimientos De Una Empresa Ejemplo is vital, and how to effectively learn about Manual De Procedimientos De Una Empresa Ejemplo.
 3. In chapter 2, the author will delve into the foundational concepts of Manual De Procedimientos De Una Empresa Ejemplo. This chapter will elucidate the essential principles that need to be understood to grasp Manual De Procedimientos De Una Empresa Ejemplo in its entirety.
 4. In chapter 3, this book will examine the practical applications of Manual De Procedimientos De Una Empresa Ejemplo in daily life. This chapter will showcase real-world examples of how Manual De Procedimientos De Una Empresa Ejemplo can be effectively utilized in everyday scenarios.
 5. In chapter 4, this book will scrutinize the relevance of Manual De Procedimientos De Una Empresa Ejemplo in specific contexts. This chapter will explore how Manual De Procedimientos De Una Empresa Ejemplo is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, the author will draw a conclusion about Manual De Procedimientos De Una Empresa Ejemplo. The final chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Manual De Procedimientos De Una Empresa Ejemplo.

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Manual De Procedimientos De Una Empresa Ejemplo Introduction

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