

MANUAL DE ORGANIZACIÓN Y FUNCIONES

Código: Versión: Fecha: 24/09/2023

Nombre del cargo	Gerente
Descripción	Posición de liderazgo en una organización que implica la responsabilidad de supervisar y dirigir las operaciones de una organización
Supervisa a	Dirección administrativa y financiera Dirección Técnica Dirección de producción Dirección Comercial
Formación	Administrador de empresas o afines.
Experiencia	5 años
Funciones	Planificación estratégica Toma de decisiones Organización organizacional Supervisión y liderazgo Comunicación organizacional Control y seguimiento de estrategias
Horas de trabajo	8
Requisitos	Formación profesional o técnica Manejo de ingles Ética y responsabilidad

Nombre del cargo	Dirección Administrativa y financiera
Descripción	La Dirección Administrativa y Financiera es un puesto de alto nivel dentro de una organización que tiene la responsabilidad de supervisar y gestionar aspectos criticos relacionados con la administración y las finanzas.
Supervisa a	Jefe de recursos humanos Jefe de operaciones Jefe financiero
Formación	Administrador de empresas o carreras afines.
Experiencia	3 años
Funciones	Gestión financiera de la organización Contabilidad Gestión de recursos humanos Planificación estratégica Gestión de riesgos Relaciones externas Reporte a la alta dirección
Horas de trabajo	8
Requisitos	 Formación profesional o técnica Manejo de ingles

Kaeser 201 Manual

Tao Wei



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