



MANUAL DE FUNCIONES Y PROCEDIMIENTOS 2019

IDENTIFICACIÓN DEL CARGO

Nombre del cargo	Jefe de ventas y bodegaje
Dependencia	Atención al cliente e inventarios
Personas a cargo	Cargos inferiores
Reporta a:	Gerente Administrativa

Requisitos mínimos para el cargo	Técnico o tecnólogo, en carreras afines a administración, contabilidad o ventas. Curso práctico del Sena, en Atención al cliente. Manejo básico de ofimática.
Experiencia mínima	Dos años, certificados.

OBJETIVO PRINCIPAL

Encargado del Servicio al cliente, Es el encargado de despachar los pedidos de forma correcta, en las cantidades estipuladas en la factura, y en el corte solicitado a la administración. Debe de coordinar, y organizar, la correcta entrega del material para la venta, conocer del inventario y reportarlo de forma inmediata a su jefe inmediato (administrador). El encargado de la máquina de corte de la empresa, debe velar por el correcto funcionamiento y manejo, reportar su mantenimiento trimestral y la respectiva limpieza diaria de la misma. El encargado debe de permitir la manipulación de la máquina bajo supervisión, y habiendo hecho firmar el comprador la responsabilidad dada para el uso de la máquina.

Funciones Especiales y específicas

Manual De Operaciones Y Funciones

CH Cherryholmes



Manual De Operaciones Y Funciones:

This book delves into Manual De Operaciones Y Funciones. Manual De Operaciones Y Funciones is a vital topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Manual De Operaciones Y Funciones, encompassing both the fundamentals and more intricate discussions.

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

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