

#### MANUAL DE ORGANIZACIÓN Y FUNCIONES

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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 críticos 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	<ul> <li>Formación profesional o técnica</li> <li>Manejo de ingles</li> </ul>

# **Kaeser 201 Manual**

Edward C. Hutchinson, Enid Joan Acheson



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