



F 5.3.1 JOB DESCRIPTION

REV.: D
DATE: 07/12/2022
OWNER: Quality Manager

POSITION: Office Manager

DEPARTMENT: Administration

SUPERVISOR: President/General Manager

AUTHORITY TO: ☒ HIRE/ TERMINATE ☒ DISCIPLINARY ACTION ☒ PURCHASE ☒ LEAD CONTINGENCY PLAN

COMPETENCIES

Education

- Engineering, bachelor's degree or a minimum of 1-year experience in a similar position

Training

- ERP (Enterprise Resource Planning)
- SQF (Safe Quality Food)
- 5 "S" Methodology Principles
- QMS (Quality Management System)
- GMPs (Good Manufacturing Practices)

Skills

- Computer skills (Windows / Microsoft Office)
- Bilingual 80% (English and Spanish)

Experience

- 1-year minimum in a similar position

ASSIGNMENTS/ ACTIVITIES

- Manage suppliers and purchasing department
- Manage bank accounts
- Manage Payroll
- Manage accounts receivable and accounts payable
- Management of personnel under his/her charge, complying with the safety and needs of the employees
- Assist upper management as needed
- Follow the policies in the Company Manual to ensure and maintain a safe, healthy, and mutually respectful workplace

CERTIFICATE OF ACKNOWLEDGEMENT

I have reviewed the above Job description and certify that I understand and will follow accordingly and perform similar or other duties when requested by the department manager or managers.

Employee Name: _____

Date: _____



F 5.3.1 DESCRIPCIÓN DE TRABAJO

REV.: D
DATE: 07/12/2022
OWNER: Quality Manager

POSICIÓN:

DEPARTAMENTO:

SUPERVISOR

AUTORIDAD PARA: ☒ CONTRATAR/TERMINAR ☐ MEDIDAS DISCIPLINARIAS ☐ COMPRA ☐ GUIA DE PLAN PARA CONTINGENCIA

COMPETENCIAS

Educación

-

Entrenamiento

-

Habilidades

-

Experiencia

-

TAREAS / ACTIVIDADES

-

CERTIFICADO DE RECONOCIMIENTO

He revisado la descripción del trabajo anterior, certifico que entiendo, que seguiré como corresponde, y que realizaré tareas similares o de otro tipo cuando lo solicite el gerente o gerentes del departamento.

Nombre del Empleado:

Fecha: