

1.성명 Name: <div style="text-align: right;">Korean</div> <hr/> <div style="text-align: right;">English</div>	2.직위 Job title(Position):
3.부서 Department:	4.보고 Reports to: <small>Position (Name, if required)</small>
5.일반 업무 General Accountabilities: Personnel & General Service concerned	
6.고유 업무 Specific Tasks: Overall control of HR team <ul style="list-style-type: none"> - Staffing/Hiring - Compensation & benefit - Employee Development/Training - Handling of Labor Issues - Company Regulation - General Service 	

Fill in columns 2 and 3 of the table on page 2 if the job involves managing, performing and verify work affecting the quality of products, processes and the quality system. Write N/A into fields that are not applicable to this position

Put Cross "X" here ☐, if filling in of the table on page2 is not required.

7. 대리인 Delegation of Responsibility if absent: Jung, Bong-Soo
8. 필요능력(자격, 교육훈련)Competence needs(if required) Leadership
9.실적 평가 항목 Performance Assessment Criteria (P.R.E.D): Refer to PRED

서명

Signed:

날짜

Date:

현직자 Subordinator

상관 Line-Manager

부서장 HD

10. Responsibility and Authority Table Where applicable:

Criteria 범위	Areas of Responsibilities 책임범위	Authorities 권한
제품, 공정 및 품질시스템에 관련된 부적합의 발생을 방지하기 위한 조치의 주관. initiate action to prevent the occurrence of any; nonconformities relating to product, process and quality system.		Authorized to take preventive action concerning nonconformities relating to all GAP dept. process
제품, 공정 및 품질시스템에 관련된 문제의 파악과 기록. Identify and record any problems relating to the product, process and quality system.		Authorized to identify and record any problems related to GAP dept. area
지정된 경로를 통한 해결책의 입안, 건의 또는 제시. Initiate, recommend or provide solutions through designated channels.		Authorized
해결책 시행의 검증. Verify the implementation of solutions.		Authorized
결함이나 불만족한 상황이 시정될 때까지 부적합의 추가 공정, 인도 또는 설치의 관리. Control further processing, delivery or installation of nonconforming product until the deficiency or unsatisfactory condition has been corrected.		Authorized