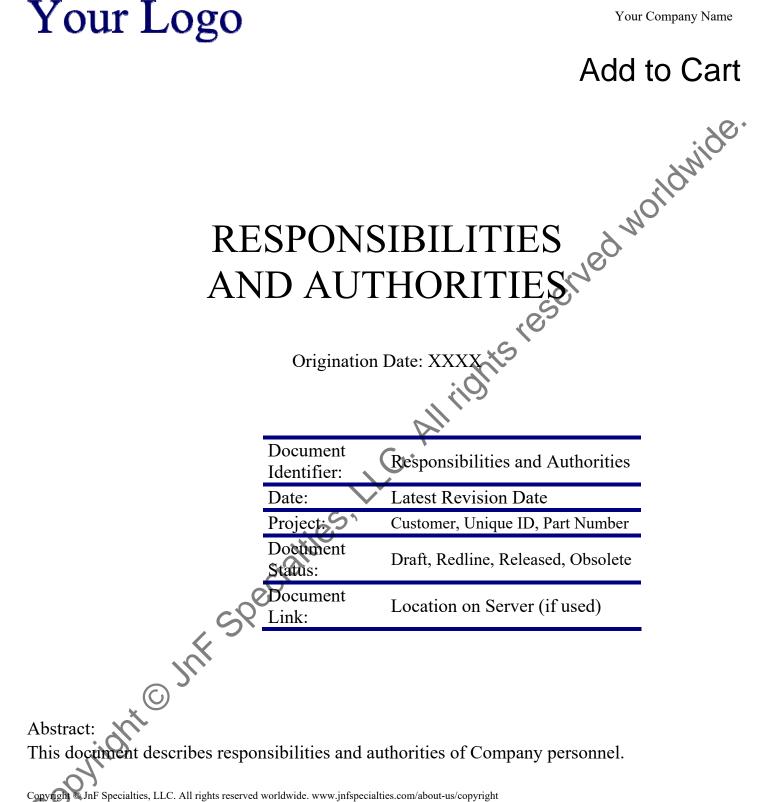
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Your Company Name





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Your Company Name

Responsibilities and Authorities

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1.0 PURPOSE

This document provides an overview of the responsibilities and authorities for key positions within the Company.

THEORY 2.0

It is important to define the responsibilities and authorities of key positions so that employees understand their work and the relationships they have with other positions within the Company. ned

RESPONSIBILITIES & AUTHORITIES 3.0

3.1 **Operations Manager**

The Operations Manager is responsible for

Quality Manager 3.2

The Quality Manager is responsible for

2.2 Excilition Manager
The Facilities Manager is responsible for
2.4 Draduation Mathematic

3.4 Production Manager

The Production Manager is responsible for

Business Manager 3.5

The Business Manager is responsible for

3.6 **Product Managers**

The Company utilizes Product Managers

PROPRIETARY INFORMATION

Your Logo	Your Company Name	Responsibilities and Authorities	
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Product Managers are responsible , which include • •	for es consideration for:	ridwide	
 3.7 Administrative Assistant The Administrative Assistant is resp 	onsible for	ervedn	
		5	
3.8 Accounting Manager		S	
The Accounting Manager is respon	sible for		
3.9 Environmental Health & Safe			
The EHS Manager is responsible for			
3.10 Quality Group Staff & Inspect	tors (including Receiving)	-	
The Quality Group includes all inspe		for	
3.11 Production Operators			
Production operators include			
3.12 Internal Auditors			
Internal Auditors are responsible fo	r		
3.13 Shipping Personnel			
Shipping personnel are responsible	e for		

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Responsibilities and Authorities

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