

# MANUAL DE OPERACIONES Y FUNCIONES

## I. IDENTIFICACION DEL CARGO

Nº	1
Nombre del Puesto:	PRACTICANTE PROFESIONAL DE OPERACIONES Y FINANZAS
Unidad al que pertenece:	Administración - operaciones
Puesto al que reporta:	Office Administrator
Puesto al que supervisa:	Limpieza - opcional

## II. OBJETIVO DEL CARGO

Asistir oportunamente al área de administración y operaciones, realizar procesos operativos administrativos, apoyar oportunamente en temas de logística, sistemas de información y organización de eventos en TNC.

## III. FUNCIONES DEL PUESTO

1.	Atención al público, responsable de central telefónica y recepción de documentos.
2.	Apoyo en envío de documentación a las empresas o entidades con quienes se trabaja.
3.	Asistir en temas de pagos a proveedores y cotizaciones.
4.	Apoyo en los procesos con la APCI.
5.	Organización de Eventos de TNC.
6.	Coordinación con proveedores y/o personal de TNC.
7.	Redactar documentos de valor legal.
8.	
9.	
10.	
11.	

# Manual De Operaciones Y Funciones

**RJ Alexander**



## **Manual De Operaciones Y Funciones:**

## Unveiling the Magic of Words: A Report on "**Manual De Operaciones Y Funciones**"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their ability to kindle emotions, provoke contemplation, and ignite transformative change is truly awe-inspiring. Enter the realm of "**Manual De Operaciones Y Funciones**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound affect the souls of its readers.

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### **Manual De Operaciones Y Funciones Introduction**

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