

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

S Marginson



Manual De Operaciones Y Funciones:

eBook. Manual. Procesos de gestión de departamentos del área de alojamiento (Transversal: UF0048).

Certificados de profesionalidad Editorial CEP, 2020-04-02 Procesos de gestión de departamentos del área de alojamiento UF0048 es una de las Unidades Formativas transversales presentes en distintos Certificados de Profesionalidad Este manual sigue fielmente el índice de contenidos publicado en el Real Decreto que lo regula Se trata de un material dirigido a favorecer el aprendizaje teórico práctico que resultará de gran utilidad para la impartición de los cursos organizados por el centro acreditado Los contenidos se han desarrollado siguiendo esta estructura Ficha técnica Objetivos generales y específicos Desarrollo teórico Ejercicios prácticos con soluciones Resumen por tema Bibliografía

La Administración Que Deja Ver el Fondo Guillermo Arboleya, Alejandro López, 2000-12 El fin no justifica los medios Ética y transparencia en las organizaciones sociales Transparencia hacia la comunidad Respeto por el donante La administración transparente Rendir cuentas

Manual administrativo y financiero de la propiedad horizontal - 1ra edición Luiz Eduardo Obando Riascos, 2024-01-01 El presente libro está estructurado como un manual en los ámbitos administrativo financiero y de control con el objetivo de mejorar el desempeño operativo de la propiedad horizontal en Colombia de acuerdo con la Ley 675 de 2001 Manual administrativo y financiero de la propiedad horizontal constituye un trabajo investigativo con énfasis compilativo Está distribuido en 11 capítulos en los que se complementa la revisión normativa con aspectos históricos contables actualización en proformas y normatividad contable e incluye conceptos emitidos por el Consejo Técnico de la Contaduría Pública en el tema de Propiedad Horizontal Dicha visión de conjunto habilita una mirada integral a la P H Este texto es una herramienta fundamental para múltiples profesionales contadores administradores de empresas economistas administradores en finanzas entre otros estudiantes de pregrado y posgrado en licenciaturas afines matemáticas económicas y particulares que decidan asumir la responsabilidad de direccionar la propiedad horizontal

Control interno y sistema de gestión de calidad Alejandro Tadeo Isaza Serrano, 2018-07-01 El libro presenta en un ejemplo práctico la metodología desarrollada de todos los estándares necesarios para que una empresa tenga un Modelo Estándar de Control Interno teniendo en cuenta como referencia la norma internacional COSO COMMITTEE OF SPONSORING ORGANIZATIONS COMMITTEE OF ORGANIZATIONS QUE PATROCINAN tratando los puntos en común de componentes del sistema evaluación de riesgos las actividades de control supervisión normas generales del control interno misión y objetivos asignación de autoridad y responsabilidad etc estableciéndose como referencia práctica de control interno en las empresas privadas y además en las entidades del sector público En complemento desarrolla en el ejemplo práctico los estándares exigidos para implantar un Sistema de Gestión de Calidad sobre los condicionamientos de la norma ISO Organización Internacional para la Estandarización como modelo que regula una serie de normas para el cumplimiento de la gestión empresarial La finalidad es enseñar competencias para que los gerentes públicos y privados asesores metodológicos de control interno y calidad y los auditores de cualquier perfil puedan formar parte de la

implantación desarrollo y evaluación de los componentes de un Sistema de Control Interno y de Gestión de Calidad en una empresa del sector público o privado Manual de auditoría financiera gubernamental ,2001 **Manual del registro civil** Fermín Abella y Blave,1903 **Organización y funciones** Rodrigo Duarte Torres,1968 **Diario Oficial** Colombia,1982
Diario de Centro América ,1986 **Manuales administrativos** Mexico. Dirección General de Estudios Administrativos,1974 **Manual del estudiante de Medicina o resumen de todas las asignaturas que se exigen para optar al título de Licenciado en dicha facultad ...** Miguel Baldivielso,1878 El Reglamento interior y el manual de organización, instrumentos básicos de la reforma administrativa ,1973 **La Gaceta** Honduras,1985 **Gestión de la correspondencia** ,2002 Gestión pública descentralizada en Bolivia Franklin Sandi Rubin de Celis,2002 *Nicaragua* ,1996 **Lucha contra la impunidad y corrupción en La Paz: políticas de transparencia desde el Gobierno Municipal** ,2004 El gobierno Municipal de La Paz logro entonces incrementar su capacidad para canalizar y procesar intereses y demandas ciudadanas con ética transparencia eficiencia y eficacia institucional El presente informe contiene justamente un resumen de las distintas acciones desarrolladas en el periodo de gobierno a pocos meses de su conclusión au
Informe de evaluación y conceptualización del sistema de control interno Colombia. Contraloría General de la República,2005 **Novísimo manual del estudiante de derecho** Vicente Olivares Biec,1873 **Manual Sobre Métodos Para la Elaboración de Datos** Naciones Unidas. Statistical Office,1959

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