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paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date: 2013 Pages: 416 Language: Chinese Publisher: China Textile Press SMEs standardized management system and the form (2) (with tray) fusion model and author of a number of successful business management for many years management experience. summarized the salient points system. in tabular form. a comprehensive and systematic introduction to the basic management system for SMEs must. such as the operating system of program management. administrative office management system. human resource management. financial management systems. procurement management system. warehouse management system. production management system. sales management system. Its comprehensive. easy to learn. SME standardized management system and form (2nd edition) (with tray) authors would like to SMEs. taking fully into account the conditions and management needs of the SMEs themselves set of practical management system and form a book provide a reference for SMEs to develop standardized management system. Many readers simply based on the actual situation of the enterprise. a little modification even directly copy can be used. the book is an essential tool for SME managers and staff book. Contents: Chapter SME organizational structure management overview of the first section SME organizational structure designed to SME organizations exist. the causes of the problems of SME organizational structure. the SME organizational structure design ideas section II. small and medium-sized mode of enterprise organizational structure. the SME organizational structure model types II SME basic functions of the department structure. Section III of the key functions of SMEs sector structure SME various functional departments of the division of responsibilities. general manager of the Office of SMEs Officer Responsibilities Second. the administrative responsibilities of the general manager of the Office of SMEs. SME general manager's office orderly duties. SME...

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