

## Department Duties :

### Auditor.

Investigate and monitor the various departments internal control system, and propose the report regularly.

### President Office.

- 1.Handle company's business based on the decisions on the shareholders' and directors' meetings.
- 2.Draft the company's management concept, objectives and strategies related to the overall operating plan, and provide the system improvement proposals and recommendations.
- 3.Responsible for the operations analysis, plan implementation and performance management.

### Sales.

- 1.Draft and implement the marketing and sales plans.
- 2.Develop markets and promote products.
- 3.Plan and implement the product pricing strategy.
- 4.Provide the customer services.

### Finance & Accounting.

- 1.Manage the capital and finance.
- 2.Handle the accounts, produce and analyze the financial and accounting reports, and prepare and control the budget.
- 3.Analyze the operations.

### Administration.

- 1.Handle the public relations.
- 2.Manage and implement the human resources plan.
- 3.Responsible for the environmental management and general administration.
- 4.Manage and implement the related service operations.
- 5.Establish and implement the corporate information system.
- 6.Promote the ERP maintenance and implementation.
- 7.Maintain and manage the information and communication security.

### Production.

- 1.Manage the production and product manufacturing.
- 2.Plan and manage the productivity.
- 3.Improve the development of production technology.
- 4.Manage the warehouse, import and export.
- 5.Responsible for the purchase and manage the supply chain.
6. Handle the customer complaints and maintain the quality policy.

Department Duties :

Quality Assurance.

- 1.Promote the quality policy and objective.
- 2.Establish and implement the plan of quality control system.
- 3.Monitor the customer complaints.
- 4.Monitor and audit the suppliers.
- 5.Continuously improve the customer satisfaction.

RD.

- 1.Develop the advanced technology and the new product concept and plan.
- 2.Follow up and participate in the R & D outsourcing cooperation.
- 3.Provide the technical customer service support.
- 4.Product Development: develop market at the initial stage, set up the product development plan, design new products and assist with the transfer and mass production.
- 5.Manufacturing Process Development: improve the manufacturing process and assist the related departments in solving the product engineering issues.
- 6.Facility Development: evaluate the introduction of new facilities; develop and improve the facilities.