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Rol- en Functiebeschrijvingen

Echalon: Management & bestuur

Bezig met laden...

Echalon: Teamleiders

Bezig met laden...

Echalon: Medewerker

Bezig met laden...

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QM:Executive Management

Het management vertegenwoordigen het bedrijf, zowel in het gerechtshof als daarbuiten.

QM:Executive Management	
Niveau	Executive Management
Eigenaar	Testuser
Vervanger	Mpruefling

Taken	Competenties	Verantwoordelijkheden
Juridische transacties en insolventie	Gerechtelijke en buitengerechtelijke vertegenwoordiging	Tijdige registratie van een faillissement
Bijeenroepen en deelname aan aandeelhoudersvergaderingen		Opstellen van de jaarrekening
Financiële besturing	Toezicht op de boekhouding	Verzameling van informatie over alle relevante en economische omstandigheden
Belastingen en boekhouding	- Inhouden van de loonheffing voor rekening van de werknemer en betaling in deze aan de belastingdienst - Registreren en betalen van omzetbelasting	- Dien maandelijkse inkomstenbelasting en btw-aanbetaling in - Zorg voor en bewaak de juiste boekhouding en boekhouding
Sociale verzekeringen	Inhouding van premies voor ziektekostenverzekeringen, pensioenverzekeringen, werkloosheidsverzekeringen en sociale premies	- Zorg voor het nakomen van de verplichtingen van het bedrijf jegens de socialezekerheidsinstelling - Inschrijving medewerkers bij de beroepsvereniging

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QM:Quality Assurance Product

Quality assurance is the communication interface for current and desired product functions between sales, marketing, support and technical product development.

This position is primarily responsible for the coordination of product documentation.

QM:Quality Assurance Product	
Niveau	Team
Eigenaar	Snaumann
Vervanger	Mpruefling

Functions	Competencies	Responsibilities
Implementation descriptions	• Coordination of product feature descriptions	• Creation and maintenance of functional designs, test descriptions and documentation on the Web
Sales Support		• Contribution of background information about products • Support for product trainings
Technology support		• Transfer of customer experience and suggestions for improvement. Suggestions for improving user experience.

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QM:Quality Management Representative

The quality representative, also referred to as QMB or quality management representative, is the central person and function within a QM system according to ISO 9001.

QM:Quality Management Representative	
Niveau	Executive Management
Eigenaar	MKalb
Vervanger	Mpruefling

Functions	Competencies	Responsibilities
Make sure that the processes required by the standard are implemented and actively applied in the company.	- Course design - Professional selection of the technical QM system (Wiki)	Supervision of system and product-related corrective and preventive actions.
Informing the executive management about the "condition" of the QM system and submitting suggestions for improvement.		- Examination and Release of internal / external quality-relevant documents and briefing of executives about quality-related data and coordination of quality improvement measures. - Ensuring the QM verification documentation (records).
Ensuring awareness of customer needs across the organization.		- Participation in the evaluation of test results and customer surveys. - Coordination of the annual audit program, including auditor selection. - Planning and evaluation of the internal audits with audit evaluation as well as ensuring the professional exchange with other institutions in the field of quality management.

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QM:Sales Manager

The Sales Manager identifies the wishes and needs of potential customers and conceptualizes products or services that are developed accordingly.

QM:Sales Manager	
Niveau	Team Lead
Eigenaar	Angelika Müller
Vervanger	Florian Müller

Funkcions	Competencies	Responsibilities
Sales	• Coordination and planning of sales strategies	• Sale of products and services • Preparation and execution of sales presentations • New customer acquisition
Management	• Coordination and planning of sales strategies • Development of new customer acquisition measures • Steering and control of sales activities	

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