

### Job Profile: Account Manager 1

Job Family: Sales Group / Sales

Summary: Responsible for developing and managing a specific customer account (or group of accounts) to achieve designated sales target levels. 1. Responsible for the direct sales process, aiming at meeting and / or exceeding sales targets. 2. Develop profitable business with designated account(s). 3. Expand sales, introduce new products / services to clients and organize visits to current and potential clients. 4. Submit short and long-range sales plans and prepare sales strategies utilizing available marketing programs to reach nominated targets. 5. Retain and intensify long-term customer relationships with established accounts. Work complexity and business impact: Works independently to complete given assignments, dealing with local accounts that have some impact on the business within a country or number of countries. May guide or lead others within own area of expertise. Geographical scope: mainly national Typical minimum relevant experience required: 4-7 years

### Job Profile: Account Manager 2

Job Family: Sales Group / Sales

Summary: Responsible for developing and managing a specific customer account (or group of accounts) to achieve designated sales target levels. 1. Responsible for the direct sales process, aiming at meeting and / or exceeding sales targets.

2. Develop profitable business with designated account(s).

3. Expand sales, introduce new products / services to clients and organize visits to current and potential clients. Work complexity and business impact: Works independently to complete given assignments and projects, dealing with demanding key accounts across a region or globally that have a considerable impact on the business. Guides and influences others within own area of expertise. May lead a small team.

Geographical scope: sub-regional/regional

Typical minimum relevant experience required: 5-8 years

4. Submit short and long-range sales plans and prepare sales strategies utilizing available marketing programs to reach nominated targets.

5. Retain and intensify long-term customer relationships with established accounts.

### Job Profile: Account Manager 3

Job Family: Sales Group / Sales

Summary: Responsible for developing and managing a specific customer account (or group of accounts) to achieve designated sales target levels. 1. Responsible for the direct sales process, aiming at meeting and / or exceeding sales targets.

2. Develop profitable business with designated account(s).

3. Expand sales, introduce new products / services to clients and organize visits to current and potential clients.

4. Submit short and long-range sales plans and prepare sales strategies utilizing available marketing programs to reach nominated targets.

5. Retain and intensify long-term customer relationships with established accounts. Work complexity and business impact: High individual responsibility of results. Deals with large strategic regional or global key accounts with high impact on the business. Leads, guides and influences others when needed, and may lead a team of Account Managers

Geographical scope: regional/global

Typical minimum relevant experience required: 7-10 years

### Job Profile: Account Manager 4

Job Family: Sales Group / Sales

Summary: Responsible for developing and managing a specific customer account (or group of accounts) to achieve designated sales target levels. 1. Responsible for the direct sales process, aiming at meeting and / or exceeding sales targets.

2. Develop profitable business with designated account(s).

3. Expand sales, introduce new products / services to clients and organize visits to current and potential clients.

4. Submit short and long-range sales plans and prepare sales strategies utilizing available marketing programs to reach nominated targets.

5. Retain and intensify long-term customer relationships with established accounts. Work complexity and business impact: High individual responsibility of results. Deals with complex, large strategic global key accounts with

significant impact on the business. Leads, guides and influences others when needed, and may lead a team of Account Managers  
Geographical scope: global  
Typical minimum relevant experience required: 10 or more years

### Job Profile: Accountant 1

Job Family: Finance & Accounting Group / Financial Accounting

Summary: Perform accounting activities in accordance with accounting principles and standards to control the organization's financial resources and ensure that it complies with all relevant regulations, laws, and reporting requirements.

1. Reconcile accounts and check the accuracy of journal entries to ensure that the general ledger is accurate and complete.
2. Check and analyze financial information and prepare accounting reports and statements. These reports may include profit and loss statements, balance sheets, depreciation statements, cash flow, debtor and creditor lists, repayment schedules, regulatory reports and filings.
3. Provide technical accounting advice (hedge and POC accounting) to functional or operational areas managers to help them develop revenue and expense forecasts, understand financial reports, and manage their financial responsibilities.

Work complexity and business impact: Works independently following established procedures and guidelines to complete given tasks. Job is highly based on routines. Close supervision is provided.

Geographical scope: mainly national

Typical minimum relevant experience required: less than 1 year, represents typical entry level position.

### Job Profile: Accountant 2

Job Family: Finance & Accounting Group / Financial Accounting

Summary: Perform accounting activities in accordance with accounting principles and standards to control the organization's financial resources and ensure that it complies with all relevant regulations, laws, and reporting requirements. 1. Reconcile accounts and check the accuracy of journal entries to ensure that the general ledger is accurate and complete.

2. Check and analyze financial information and prepare accounting reports and statements. These reports may include profit and loss statements, balance sheets, depreciation statements, cash flow, debtor and creditor lists, repayment schedules, regulatory reports and filings.
3. Provide technical accounting advice (hedge and POC accounting) to functional or operational areas managers to help them develop revenue and expense forecasts, understand financial reports, and manage their financial responsibilities.

Work complexity and business impact: Works independently to complete given tasks, performing standard accounting activities. Job is based on routines. Close supervision is provided when needed.

Geographical scope: mainly national

Typical minimum relevant experience required: 1 - 3 years

### Job Profile: Accountant 3

Job Family: Finance & Accounting Group / Financial Accounting

Summary: Perform accounting activities in accordance with accounting principles and standards to control the organization's financial resources and ensure that it complies with all relevant regulations, laws, and reporting requirements. 1. Reconcile accounts and check the accuracy of journal entries to ensure that the general ledger is accurate and complete.

2. Check and analyze financial information and prepare accounting reports and statements. These reports may include profit and loss statements, balance sheets, depreciation statements, cash flow, debtor and creditor lists, repayment schedules, regulatory reports and filings.
3. Provide technical accounting advice (hedge and POC accounting) to functional or operational areas managers to help them develop revenue and expense forecasts, understand financial reports, and manage their financial responsibilities.

Work complexity and business impact: Works independently to complete given assignments, undertaking demanding accounting activities. Analyses and improves current ways of working. Job is partly based on routines. May guide others within own area of expertise.

Geographical scope: mainly national

Typical minimum relevant experience required: 2-5 years

## Job Profile: Accountant 4

Job Family: Finance & Accounting Group / Financial Accounting

Summary: Perform accounting activities in accordance with accounting principles and standards to control the organization's financial resources and ensure that it complies with all relevant regulations, laws, and reporting requirements.

1. Reconcile accounts and check the accuracy of journal entries to ensure that the general ledger is accurate and complete.
2. Check and analyze financial information and prepare accounting reports and statements. These reports may include profit and loss statements, balance sheets, depreciation statements, cash flow, debtor and creditor lists, repayment schedules, regulatory reports and filings.
3. Provide technical accounting advice (hedge and POC accounting) to functional or operational areas managers to help them develop revenue and expense forecasts, understand financial reports, and manage their financial responsibilities.

Work complexity and business impact: High individual responsibility of results. Deals with complex advanced level accounting activities and develops non-standard reports and statements. Guides and influences others. May supervise a team.

Geographical scope: national/regional

Typical minimum relevant experience required: 4-6 years

## Job Profile: Accounting Manager 1

Job Family: Finance & Accounting Group / Financial Accounting

Summary: Manage financial accounting activities in accordance with the organization's accounting policies and procedures to control the financial resources. 1. Direct and monitor a variety of accounting activities to ensure that the organization's financial resources are managed in accordance with accounting principles and comply with all relevant regulations, laws, and standards. These activities may include accounts payable and receivable; general ledger maintenance; financial analysis and reporting; forecasting, revenue, asset accounting, and treasury related matters.

2. Contribute to the development of the organization's accounting principles and policies, as part of the broader finance and accounting strategy development.
3. Provide technical expertise and advice on complex accounting issues to functional or operational areas managers to help them develop revenue and expense forecasts, understand financial reports and manage their financial responsibilities.
4. Select and manage ongoing relationships with external auditors, consultants and advisors (for example accounting firms) to ensure the organization receives satisfactory standards of service.
5. Lead, direct, evaluate and develop a team of accounting professionals to ensure that accounting activities are completed accurately and on time.
6. May be responsible for AMD duties.

Work complexity and business impact: Manages and controls the day-to-day accounting operations of a small team of accounting professionals. The area may be specialized (e.g., general ledger, accounts p/r) for a larger organization, or general accounting for a sub-unit (e.g., plant) or small organization.

Geographical scope: mainly national

Typical minimum relevant experience required: 4-7 years

## Job Profile: Accounting Manager 2

Job Family: Finance & Accounting Group / Financial Accounting

Summary: Manage financial accounting activities in accordance with the organization's accounting policies and procedures to control the financial resources. 1. Direct and monitor a variety of accounting activities to ensure that the organization's financial resources are managed in accordance with accounting principles and comply with all relevant regulations, laws, and standards. These activities may include accounts payable and receivable; general ledger maintenance; financial analysis and reporting; forecasting, revenue, asset accounting, and treasury related matters.

2. Contribute to the development of the organization's accounting principles and policies, as part of the broader finance and accounting strategy development.
3. Provide technical expertise and advice on complex accounting issues to functional or operational areas managers to help them develop revenue and expense forecasts, understand financial reports and manage their financial responsibilities.
4. Select and manage ongoing relationships with external auditors, consultants and advisors (for example accounting firms) to ensure the organization receives satisfactory standards of service.
5. Lead, direct, evaluate and develop a team of accounting professionals to ensure that accounting activities are completed accurately and on time.

6. May be responsible for AMD duties. Work complexity and business impact: Defines, develops and manages the financial accounting activities of the assigned unit(s). Manages multiple small team(s), coaching team members in skills, and schedules, allocates and monitors work of the team(s).  
Geographical scope: mainly national  
Typical minimum relevant experience required: 5-8 years

### Job Profile: Accounting Manager 3

Job Family: Finance & Accounting Group / Financial Accounting

Summary: Manage financial accounting activities in accordance with the organization's accounting policies and procedures to control the financial resources. 1. Direct and monitor a variety of accounting activities to ensure that the organization's financial resources are managed in accordance with accounting principles and comply with all relevant regulations, laws, and standards. These activities may include accounts payable and receivable; general ledger maintenance; financial analysis and reporting; forecasting, revenue, asset accounting, and treasury related matters. 2. Contribute to the development of the organization's accounting principles and policies, as part of the broader finance and accounting strategy development. 3. Provide technical expertise and advice on complex accounting issues to functional or operational areas managers to help them develop revenue and expense forecasts, understand financial reports and manage their financial responsibilities. 4. Select and manage ongoing relationships with external auditors, consultants and advisors (for example accounting firms) to ensure the organization receives satisfactory standards of service. 5. Lead, direct, evaluate and develop a team of accounting professionals to ensure that accounting activities are completed accurately and on time. 6. May be responsible for AMD duties. Work complexity and business impact: Defines, develops and manages the accounting activities of the assigned unit(s). Manages a mid-sized team(s) in a single site or multiple teams across a number of countries. Determines team structure and roles of members.  
Geographical scope: national/subregional  
Typical minimum relevant experience required: 7-10 years

### Job Profile: Administration worker

Job Family: Administration Group / Administration

Summary: Responsible for the delivery of administration services (such as messenger, cleaner, chauffeur, receptionist, guard). 1. Accountable for meeting own targets/deadlines within agreed standards and procedures under supervision. 2. Deliver administrative tasks within time scales set and to agreed standard. 3. Required to support others within own work area sharing information and ideas. Work complexity and business impact: Works independently to complete given tasks and activities, providing basic administrative support for an assigned site. Job is highly based on routines. Close supervision is provided when needed.  
Geographical scope: local  
Typical minimum relevant experience required: less than 3 years

### Job Profile: Assistant 1

Job Family: Administration Group / Administration

Summary: Provide timely and effective general administrative support to an office, department, or other organization group. 1. Perform clerical, administrative and general support duties according to established guidelines and procedures so that these activities are completed accurately and on time. 2. Prepare a wide variety of material, for example correspondence, invoices, contracts, meeting minutes, reports, and presentations. 3. Assist in the formulation and follow-up of the department budget, business planning, and related planning functions. 4. Collect and summarize statistics and information from a variety of sources, and maintain department records and files. 5. Organize meetings and events, and make travel arrangements. Work complexity and business impact: Works independently to complete given tasks, providing basic clerical and administrative support services. Job is highly based on routines. Close supervision is provided. Geographical scope: local  
Typical minimum relevant experience required: less than 2 years, represents the typical entry level position

### Job Profile: Assistant 2

Job Family: Administration Group / Administration

Summary: Provide timely and effective general administrative support to an office, department, or other organization group. 1. Perform clerical, administrative and general support duties according to established guidelines and procedures so that these activities are completed accurately and on time.

2. Prepare a wide variety of material, for example correspondence, invoices, contracts, meeting minutes, reports, and presentations.
  3. Assist in the formulation and follow-up of the department budget, business planning, and related planning functions.
  4. Collect and summarize statistics and information from a variety of sources, and maintain department records and files.
  5. Organize meetings and events, and make travel arrangements.
- Work complexity and business impact: Works independently to complete given tasks and activities, providing standard clerical support activities. Close supervision is provided when needed.
- Geographical scope: mainly national
- Typical minimum relevant experience required: 1-3 years

### Job Profile: Assistant 3

Job Family: Administration Group / Administration

Summary: Provide timely and effective general administrative support to an office, department, or other organization group. 1. Perform clerical, administrative and general support duties according to established guidelines and procedures so that these activities are completed accurately and on time.

2. Prepare a wide variety of material, for example correspondence, invoices, contracts, meeting minutes, reports, and presentations.
  3. Assist in the formulation and follow-up of the department budget, business planning, and related planning functions.
  4. Collect and summarize statistics and information from a variety of sources, and maintain department records and files.
  5. Organize meetings and events, and make travel arrangements.
- Work complexity and business impact: Works independently to complete given assignments, carrying out day-to-day demanding administrative support activities. Analyses and improves current ways of working.
- Geographical scope: mainly national
- Typical minimum relevant experience required: 2-5 years

### Job Profile: Assistant 4

Job Family: Administration Group / Administration

Summary: Provide timely and effective general administrative support to an office, department, or other organization group. 1. Perform clerical, administrative and general support duties according to established guidelines and procedures so that these activities are completed accurately and on time.

2. Prepare a wide variety of material, for example correspondence, invoices, contracts, meeting minutes, reports, and presentations.
  3. Assist in the formulation and follow-up of the department budget, business planning, and related planning functions.
  4. Collect and summarize statistics and information from a variety of sources, and maintain department records and files.
  5. Organize meetings and events, and make travel arrangements.
- Work complexity and business impact: Works independently to complete given assignments, providing high level of general and administrative support for one or more executives. Work requires dealing with senior level internal and external contacts and regular exposure to confidential data.
- Geographical scope: national/regional
- Typical minimum relevant experience required: 4-6 years

### Job Profile: Assistant Controller

Job Family: Finance & Accounting Group / Management Accounting

Summary: Prepare accurate and timely financial and ad-hoc reporting and analysis.

1. Provide financial information and business analysis for planning, decision making and controlling for each unit.
2. Assist in drawing up annual forecasts and business plans.
3. Assist with interim and year end internal audits.
4. Ensure all regulatory and compliance requirements are met in conjunction with internal standards and external regulation, providing support to the business if required.

Work complexity and business impact: Works independently to complete given tasks. Follows established procedures and guidelines to perform standard controlling activities. Job is based on routines. Close supervision is provided when needed.

Geographical scope: mainly national  
Typical minimum relevant experience required: 1-4 years

### Job Profile: Audit Manager

Job Family: Finance & Accounting Group / Other F&A subfamilies

Summary: Plan, direct, and monitor audit activities to minimize risk; improve the performance and productivity of the organization's financial, operational, and managerial processes and systems; and to ensure that the organization complies with all relevant regulations, laws, and standards.

1. Plan, prioritize, and manage audit projects so that audit activities are conducted efficiently and with minimal disruptions to day-to-day business operations. Audit projects may involve various technical specialists, for example in the areas of finance, safety, environment, engineering, or information systems.
2. Develop, evaluate, and review audit procedures and standards to ensure that audits are conducted rigorously and consistently.
3. Evaluate audit findings; prepare audit reports and make recommendations to senior management about how the organization's financial, operational, and managerial processes and systems could be improved.
4. Coordinate projects involving external auditors to ensure that they have appropriate access to information and people within the organization and to ensure that the organization receives satisfactory standards of service.

Work complexity and business impact: Works independently to complete given assignments and projects, planning, monitoring and conducting audit activities. Guides and influences others within own area of expertise.

Geographical scope: regional/global

Typical minimum relevant experience required: 5-8 years

### Job Profile: Business Analyst 1

Job Family: Finance & Accounting Group / Management Accounting

Summary: Analyze and forecast financial, economic, and other data to provide accurate and timely information for strategic and operational decisions.

1. Perform analysis of financial studies and prepare summary reports for management, maintenance and planning of forecasting systems.
2. Interpret financial information on costs, prices, expenses and revenues, identify implications and make recommendations to senior management.
3. Develop analysis of economic indicators in order to prepare forecasts and analyze the company's short, medium and long term position.
4. Prepare in-depth evaluations of plans and identify new methods of analysis and presentation.

Work complexity and business impact: Works independently to complete given assignments, carrying out day-to-day financial analyses and improving current ways of working. May guide others within own area of expertise.

Geographical scope: mainly national

Typical minimum relevant experience required: 2-5 years

### Job Profile: Business Analyst 2

Job Family: Finance & Accounting Group / Management Accounting

Summary: Analyze and forecast financial, economic, and other data to provide accurate and timely information for strategic and operational decisions.

1. Perform analysis of financial studies and prepare summary reports for management, maintenance and planning of forecasting systems.
2. Interpret financial information on costs, prices, expenses and revenues, identify implications and make recommendations to senior management.
3. Develop analysis of economic indicators in order to prepare forecasts and analyze the company's short, medium and long term position.
4. Prepare in-depth evaluations of plans and identify new methods of analysis and presentation.

Work complexity and business impact: Works independently to complete complex assignments and financial analyses. Improves current ways of working. Guides others within own area of expertise.

Geographical scope: national/regional

Typical minimum relevant experience required: 4-7 years

### Job Profile: Business Analyst 3



Job Family: Finance & Accounting Group / Management Accounting

Summary: Analyze and forecast financial, economic, and other data to provide accurate and timely information for strategic and operational decisions.

1. Perform analysis of financial studies and prepare summary reports for management, maintenance and planning of forecasting systems.
2. Interpret financial information on costs, prices, expenses and revenues, identify implications and make recommendations to senior management.
3. Develop analysis of economic indicators in order to prepare forecasts and analyze the company's short, medium and long term position.
4. Prepare in-depth evaluations of plans and identify new methods of analysis and presentation.

Work complexity and business impact: Works independently to complete highly complex assignments and financial analyses. Improves current ways of working. Guides others within own area of expertise. May manage a team

Geographical scope: global

Typical minimum relevant experience required: 5-8 years

### Job Profile: Business Controller 1

Job Family: Finance & Accounting Group / Management Accounting

Summary: Responsible for the assigned unit's management accounting and reporting, including monthly reports and estimates, annual plans, strategy calculations.

1. Provide and prepare the unit's management with financial information and business analysis and use this information to participate in planning, forecasting, decision making and controlling.
2. Work as a business partner with areas of the business to prepare financial plans and estimates of future business plans and strategy.
3. Monitor and analyze monthly operating results for the assigned unit against the plan and prepare financial performance reports.
4. Prepare financial outlooks and business performance forecasts for the unit's management.
5. Ensure compliance with applicable accounting practices, rules and regulations (SOX, CAPEX, IAS / IFRS, USGaap, etc.) and corporate governance practices.
6. May be responsible for AMD duties.

Work complexity and business impact: Works independently to complete given assignments and projects, dealing with analysis, forecasts and business cases for an assigned unit. Guides and influences others within own area of expertise.

Geographical scope: national/regional/global

Typical minimum relevant experience required: 5-8 years

### Job Profile: Business Controller 2

Job Family: Finance & Accounting Group / Management Accounting

Summary: Responsible for the assigned unit's management accounting and reporting, including monthly reports and estimates, annual plans, strategy calculations.

1. Provide and prepare the unit's management with financial information and business analysis and use this information to participate in planning, forecasting, decision making and controlling.
2. Work as a business partner with areas of the business to prepare financial plans and estimates of future business plans and strategy.
3. Monitor and analyze monthly operating results for the assigned unit against the plan and prepare financial performance reports.
4. Prepare financial outlooks and business performance forecasts for the unit's management.
5. Ensure compliance with applicable accounting practices, rules and regulations (SOX, CAPEX, IAS / IFRS, USGaap, etc.) and corporate governance practices.
6. May be responsible for AMD duties.

Work complexity and business impact: High individual responsibility of results. Deals with complex analysis, forecasts and business cases for a major unit. Leads a team of controllers and business analysts.

Geographical scope: regional/global

Typical minimum relevant experience required: 7-10 years

### Job Profile: Business Development Manager 1

Job Family: Business Development Group / Business Development

Summary: Support senior management in strategy development and implementation by providing strategy critical business intelligence services and analysis. 1. Identify, evaluate, and pursue new business opportunities (e.g.

partnerships, alliances, mergers, or acquisitions) to that will contribute to the organization's short and long-term business goals

2. Contribute to the development and implementation of strategic and tactical plans for new and/or existing products and services, and mergers & acquisitions

3. Lead meetings and negotiations with potential clients and business partners to pursue business opportunities and protect the organization's business interests

4. May lead, direct and develop a team of business development professionals to ensure the projects are conducted credibly and that recommendations and reports are accurate and timely.

5. Coordinate and manage research and benchmarking activities within Valmet; review strategy within 3 to 5 year timeframe, analyze markets on regular basis (macroeconomic, customers, competitors, regulatory requirements etc.) and develop regular reports. Work complexity and business impact: Works independently to complete given assignments and projects, dealing with demanding business development activities for an assigned unit. May lead a small team of business development employees.

Geographical scope: national/regional

Typical minimum relevant experience required: 5-8 years

## Job Profile: Business Development Manager 2

Job Family: Business Development Group / Business Development

Summary: Support senior management in strategy development and implementation by providing strategy critical business intelligence services and analysis. 1. Identify, evaluate, and pursue new business opportunities (e.g. partnerships, alliances, mergers, or acquisitions) to that will contribute to the organization's short and long-term business goals

2. Contribute to the development and implementation of strategic and tactical plans for new and/or existing products and services, and mergers & acquisitions

3. Lead meetings and negotiations with potential clients and business partners to pursue business opportunities and protect the organization's business interests

4. May lead, direct and develop a team of business development professionals to ensure the projects are conducted credibly and that recommendations and reports are accurate and timely.

5. Coordinate and manage research and benchmarking activities within Valmet; review strategy within 3 to 5 year timeframe, analyze markets on regular basis (macroeconomic, customers, competitors, regulatory requirements etc.) and develop regular reports. Work complexity and business impact: High individual responsibility of results. Deals with complex business development activities for a major unit. Leads, guides and influences a team of business development employees.

Geographical scope: regional/global

Typical minimum relevant experience required: 7-10 years

## Job Profile: Business Development Specialist 1

Job Family: Business Development Group / Business Development

Summary: Provide analyzed business information about potential business opportunities so that senior management has accurate and timely information for making strategic and operational decisions. 1. Collect, compile, verify, and analyze financial, competitive, sales, marketing, and other information about potential business partners; new markets, products and services; or other business opportunities

2. Prepare documents and materials (for example, reports, presentations, information packages) for meetings and negotiations with potential clients and business partners so that the information provided is accurate and appropriate

3. Track and produce analyzed reports on the macro and micro activities affecting product markets, competitors and customers.

4. Coordinate information flow of the above mentioned topics within Valmet (assure that respective businesses are aware of the inputs). Work complexity and business impact: Works independently to complete given assignments, carrying out day-to-day business development activities. Analyses and improves current ways of working. Guides and influences others within own area of expertise.

Geographical scope: national/regional

Typical minimum relevant experience required: 3-5 years

## Job Profile: Business Development Specialist 2

Job Family: Business Development Group / Business Development

Summary: Provide analyzed business information about potential business opportunities so that senior management has accurate and timely information for making strategic and operational decisions. 1. Collect, compile, verify, and analyze financial, competitive, sales, marketing, and other information about potential business partners; new markets, products and services; or other business opportunities



2. Prepare documents and materials (for example, reports, presentations, information packages) for meetings and negotiations with potential clients and business partners so that the information provided is accurate and appropriate
  3. Track and produce analyzed reports on the macro and micro activities affecting product markets, competitors and customers.
  4. Coordinate information flow of the above mentioned topics within Valmet (assure that respective businesses are aware of the inputs). Work complexity and business impact: Works independently to complete given assignments and projects, dealing with demanding business development activities and providing senior level expertise. Guides and influences others within own area of expertise.
- Geographical scope: regional /global  
Typical minimum relevant experience required: 4-7 years

### Job Profile: Buyer 1

Job Family: Procurement & Logistics Group / Purchasing

Summary: Order goods and materials according to production plan within tight deadlines. 1. Plan and execute timely purchase of relevant materials by liaising with production specialists, managers and suppliers to understand production plans.

2. Create and manage a vendor list and issue solicitation documents to vendors to purchase goods in compliance with purchasing policies and procedures.
3. Receive pre order commitment forms from vendor and transform into formal purchase order document. Match the purchase order and forward to the accounts department for payment.
4. Resolve any invoice discrepancies to ensure accurate accounts payable records are maintained.
5. Manage the materials inventory level to optimize service levels and minimize working capital. Work complexity and business impact: Works independently to complete given tasks and activities, dealing with standard ordering issues. Follows guidelines and procedures to order goods and materials. Close supervision is provided when needed.

Geographical scope: mainly national

Typical minimum relevant experience required: less than 3 years, represents the typical entry level position

### Job Profile: Buyer 2

Job Family: Procurement & Logistics Group / Purchasing

Summary: Order goods and materials according to production plan within tight deadlines. 1. Plan and execute timely purchase of relevant materials by liaising with production specialists, managers and suppliers to understand production plans.

2. Create and manage a vendor list and issue solicitation documents to vendors to purchase goods in compliance with purchasing policies and procedures.
3. Receive pre order commitment forms from vendor and transform into formal purchase order document. Match the purchase order and forward to the accounts department for payment.
4. Resolve any invoice discrepancies to ensure accurate accounts payable records are maintained.
5. Manage the materials inventory level to optimize service levels and minimize working capital. Work complexity and business impact: Works independently to complete given assignments, carrying out day-to-day ordering/buying activities. Analyses and improves current ways of working. May be involved in some negotiations with more senior buyers. May guide others within own area of expertise.

Geographical scope: mainly national

Typical minimum relevant experience required: 2-5 years

### Job Profile: Buyer 3

Job Family: Procurement & Logistics Group / Purchasing

Summary: Order goods and materials according to production plan within tight deadlines. 1. Plan and execute timely purchase of relevant materials by liaising with production specialists, managers and suppliers to understand production plans.

2. Create and manage a vendor list and issue solicitation documents to vendors to purchase goods in compliance with purchasing policies and procedures.
3. Receive pre order commitment forms from vendor and transform into formal purchase order document. Match the purchase order and forward to the accounts department for payment.
4. Resolve any invoice discrepancies to ensure accurate accounts payable records are maintained.
5. Manage the materials inventory level to optimize service levels and minimize working capital. Work complexity and business impact: Works independently to complete given assignments and projects, dealing with demanding and sometimes complex ordering/buying activities that may require negotiations. Guides and influences others within own area of expertise.

Geographical scope: regional /global  
Typical minimum relevant experience required: 4-7 years

### Job Profile: Category / Sourcing Manager 1

Job Family: Procurement & Logistics Group / Sourcing

Summary: Responsible for effective sourcing activities of needed material and/or material categories. 1. Develop and implement innovative approaches to sourcing arrangements that minimize costs and commercial risk, and deliver savings.

2. Analyze and evaluate markets and supplier trends within relevant categories to ensure that sourcing is based on best practice 'intelligence'.
3. Undertake supplier mapping and market sounding exercises of key suppliers within the category portfolio, to help develop effective supplier relationships.
4. Manage ongoing relationships with suppliers, and negotiate contracts/agreements to minimize costs and ensure the organization receives satisfactory standards of service.
5. Provide expertise and commercial knowledge within a category of spend to produce high quality professional category scoping reports and/or commercial options appraisals.
6. May lead and develop a team to ensure that resources are used effectively and that work schedules and targets are met. Work complexity and business impact: Works independently to complete given assignments, dealing with standard sourcing arrangements within a site or country. Has limited authority to negotiate with suppliers. May guide others within own area of expertise.

Geographical scope: mainly national

Typical minimum relevant experience required: 4-7 years

### Job Profile: Category / Sourcing Manager 2

Job Family: Procurement & Logistics Group / Sourcing

Summary: Responsible for effective sourcing activities of needed material and/or material categories. 1. Develop and implement innovative approaches to sourcing arrangements that minimize costs and commercial risk, and deliver savings.

2. Analyze and evaluate markets and supplier trends within relevant categories to ensure that sourcing is based on best practice 'intelligence'.
3. Undertake supplier mapping and market sounding exercises of key suppliers within the category portfolio, to help develop effective supplier relationships.
4. Manage ongoing relationships with suppliers, and negotiate contracts/agreements to minimize costs and ensure the organization receives satisfactory standards of service.
5. Provide expertise and commercial knowledge within a category of spend to produce high quality professional category scoping reports and/or commercial options appraisals.
6. May lead and develop a team to ensure that resources are used effectively and that work schedules and targets are met. Work complexity and business impact: Works independently to complete given assignments and projects, dealing with demanding sourcing arrangements and supplier relations management for defined category across a number of countries. Guides and influences others within own area of expertise.

Geographical scope: sub-regional/regional

Typical minimum relevant experience required: 5-8 years

### Job Profile: Category / Sourcing Manager 3

Job Family: Procurement & Logistics Group / Sourcing

Summary: Responsible for effective sourcing activities of needed material and/or material categories. 1. Develop and implement innovative approaches to sourcing arrangements that minimize costs and commercial risk, and deliver savings.

2. Analyze and evaluate markets and supplier trends within relevant categories to ensure that sourcing is based on best practice 'intelligence'.
3. Undertake supplier mapping and market sounding exercises of key suppliers within the category portfolio, to help develop effective supplier relationships.
4. Manage ongoing relationships with suppliers, and negotiate contracts/agreements to minimize costs and ensure the organization receives satisfactory standards of service.
5. Provide expertise and commercial knowledge within a category of spend to produce high quality professional category scoping reports and/or commercial options appraisals.
6. May lead and develop a team to ensure that resources are used effectively and that work schedules and targets are met. Work complexity and business impact: High individual responsibility of results. Leads, guides and influences others when needed and may lead a team of category engineers. Deals with senior-level, complex sourcing

arrangements and supplier relations management for defined category across a region or globally.

Geographical scope: regional/global

Typical minimum relevant experience required: 7-10 years

### Job Profile: Category Engineer

Job Family: Procurement & Logistics Group / Sourcing

Summary: Provides technical expert support for global material category sourcing team. 1. Seek out suppliers that provide goods and services necessary for the business to operate in a specific sector of goods/services.

2. Contribute to the delivery of specific/allocated categories, ensuring contract compliance and sustainable cost improvements.

3. Review all category-related data, such as supplier quality, market intelligence and vendor references, to assist the category manager in making decisions.

4. Assist in the billing process as it relates to the specific/allocated categories, ensuring that invoices are properly distributed and that all practices are in line with the company's policies and procedures. Work complexity and business impact: Works independently to complete given assignments and projects, carrying out day-to-day sourcing and development activities. Analyses and improves current ways of working. Influences and guides others within own area of expertise.

Geographical scope: mainly national

Typical minimum relevant experience required: 2-5 years

### Job Profile: Communications Manager 1

Job Family: Marketing & Communications Group / Communications

Summary: Responsible for planning and implementing internal and/or external communications programs and guidelines. 1. Lead the development, coordination and implementation of internal and/or external communications programs and guidelines.

2. Contribute to the development of communication policies that aligns with the organization's current and long-term business objectives.

3. Select, and manage ongoing relationships with, external vendors and agencies (for example printers, event organizers, graphic designers, advertising agencies, media outlets).

4. Lead, direct, evaluate, and develop a team of communications professionals to ensure that the organization's communication activities are implemented effectively and within established budgets. Work complexity and business impact: Works independently to complete given assignments and projects, dealing with demanding communication activities for an assigned unit. May lead a small team of communication employees.

Geographical scope: regional/global

Typical minimum relevant experience required: 5-8 years

### Job Profile: Communications Manager 2

Job Family: Marketing & Communications Group / Communications

Summary: Responsible for planning and implementing internal and/or external communications programs and guidelines. 1. Lead the development, coordination and implementation of internal and/or external communications programs and guidelines.

2. Contribute to the development of communication policies that aligns with the organization's current and long-term business objectives.

3. Select, and manage ongoing relationships with, external vendors and agencies (for example printers, event organizers, graphic designers, advertising agencies, media outlets).

4. Lead, direct, evaluate, and develop a team of communications professionals to ensure that the organization's communication activities are implemented effectively and within established budgets. Work complexity and business impact: High individual responsibility of results. Deals with complex communication activities for a major unit. Leads a team of communication employees.

Geographical scope: global

Typical minimum relevant experience required: 7-10 years

### Job Profile: Communications Specialist 1

Job Family: Marketing & Communications Group / Communications

Summary: Responsible for planning and implementing internal and/or external communications projects and activities. 1. Research, write, design, and edit material that is effective and appropriate for the intended audience

2. Ensure that management has accurate and timely information for making operational decisions.

3. Plan, develop, and execute campaigns that inform the organization's target audience.

4. Arrange for material to be economically published and distributed  
5. Liaise with external vendors and agencies (for example printers, event organizers, graphic designers, advertising agencies, media outlets) to ensure that their work meets the organization's requirements, deadlines, and budget.  
Work complexity and business impact: Works independently to complete given tasks and activities, carrying out standard communications activities. Job is mainly performed according to defined processes or work methods. Close supervision is provided when needed.  
Geographical scope: mainly national  
Typical minimum relevant experience required: less than 3 years, represents the typical entry level position

## Job Profile: Communications Specialist 2

Job Family: Marketing & Communications Group / Communications  
Summary: Responsible for planning and implementing internal and/or external communications projects and activities. 1. Research, write, design, and edit material that is effective and appropriate for the intended audience  
2. Ensure that management has accurate and timely information for making operational decisions.  
3. Plan, develop, and execute campaigns that inform the organization's target audience.  
4. Arrange for material to be economically published and distributed  
5. Liaise with external vendors and agencies (for example printers, event organizers, graphic designers, advertising agencies, media outlets) to ensure that their work meets the organization's requirements, deadlines, and budget.  
Work complexity and business impact: Works independently to complete given assignments, carrying out day-to-day communication activities. Analyses and improves current ways of working. May guide others within own area of expertise.  
Geographical scope: national/regional  
Typical minimum relevant experience required: 2-5 years

## Job Profile: Communications Specialist 3

Job Family: Marketing & Communications Group / Communications  
Summary: Responsible for planning and implementing internal and/or external communications projects and activities. 1. Research, write, design, and edit material that is effective and appropriate for the intended audience  
2. Ensure that management has accurate and timely information for making operational decisions.  
3. Plan, develop, and execute campaigns that inform the organization's target audience.  
4. Arrange for material to be economically published and distributed  
5. Liaise with external vendors and agencies (for example printers, event organizers, graphic designers, advertising agencies, media outlets) to ensure that their work meets the organization's requirements, deadlines, and budget.  
Work complexity and business impact: Works independently to complete given assignments and projects, dealing with demanding communication activities and providing senior level expertise. Guides and influences others within own area of expertise.  
Geographical scope: regional /global  
Typical minimum relevant experience required: 4-7 years

## Job Profile: Controller 1

Job Family: Finance & Accounting Group / Management Accounting  
Summary: Manage, analyze, interpret and report financial information for capital investment and budget allocation decisions; check and/or prepare financial reports; carry out financial analysis.  
1. Manage, analyze, interpret and report financial information for capital investment and budget allocation decisions.  
2. Analyze financial and other relevant information to inform key strategic decisions and support the formulation of business strategies.  
3. Create, implement and monitor processes and procedures around the delivery of short term forecasts.  
4. Implement corporate governance procedures, risk management and internal controls and communicate these across the business.  
5. Advise on the financial implications and consequences of business decisions, working with other function managers to put the finance view in context.  
Work complexity and business impact: Works independently to complete given assignments, carrying out day-to-day reporting activities. Analyses and improves current ways of working. May guide others within own area of expertise.  
Geographical scope: mainly national  
Typical minimum relevant experience required: 2-5 years

## Job Profile: Controller 2

Job Family: Finance & Accounting Group / Management Accounting

Summary: Manage, analyze, interpret and report financial information for capital investment and budget allocation decisions; check and/or prepare financial reports; carry out financial analysis.

1. Manage, analyze, interpret and report financial information for capital investment and budget allocation decisions.
2. Analyze financial and other relevant information to inform key strategic decisions and support the formulation of business strategies.
3. Create, implement and monitor processes and procedures around the delivery of short term forecasts.
4. Implement corporate governance procedures, risk management and internal controls and communicate these across the business.
5. Advise on the financial implications and consequences of business decisions, working with other function managers to put the finance view in context.

Work complexity and business impact: Works independently to complete given assignments and projects, dealing with demanding management accounting activities. Guides and influences others within own area of expertise. May supervise a team of specialists.

Geographical scope: national/regional

Typical minimum relevant experience required: 4-7 years

### Job Profile: Distribution Center Manager 1

Job Family: Procurement & Logistics Group / Warehousing

Summary: Responsible for ensuring efficient and high quality distribution and warehousing services of products and parts. 1. Plan and schedule the inventory to meet the organization's and customers needs by overseeing the ordering of products.

2. Direct and control warehouse activities to ensure correct and cost efficient inventory levels are maintained
3. Manage warehouse, order handling and logistics staff activities to ensure that the team's resources are used effectively and that work schedules and targets are met.

4. Ensure optimal logistics solutions to deliver products to customers according to defined schedules. Work complexity and business impact: Manages a team of DC personnel to ensure cost efficient and high quality DC solutions. Develops and implements distribution center practices and activities for a mid sized distribution center. Has a direct impact on results.

Geographical scope: national/sub-regional

Typical minimum relevant experience required: 5-8 years

### Job Profile: Distribution Center Manager 2

Job Family: Procurement & Logistics Group / Warehousing

Summary: Responsible for ensuring efficient and high quality distribution and warehousing services of products and parts. 1. Plan and schedule the inventory to meet the organization's and customers needs by overseeing the ordering of products.

2. Direct and control warehouse activities to ensure correct and cost efficient inventory levels are maintained
3. Manage warehouse, order handling and logistics staff activities to ensure that the team's resources are used effectively and that work schedules and targets are met.

4. Ensure optimal logistics solutions to deliver products to customers according to defined schedules. Work complexity and business impact: Manages a team of DC personnel to ensure cost efficient and high quality DC solutions. Develops and implements distribution center practices and activities for a large distribution center. Has considerable impact on results.

Geographical scope: national/sub-regional

Typical minimum relevant experience required: 7-10 years

### Job Profile: Documentation Administrator 1

Job Family: Engineering Group / Engineering

Summary: Provide timely and effective administrative support for organizing and maintaining accurate documentation. 1. Administer document version, language version, and back-up procedures according to company guidelines.

2. Prepare documents into master format suitable for distribution methods, such as paper copies, web documents, etc.
3. Provide copying service using photocopy equipment.

4. Arrange document distribution according to specifications. Work complexity and business impact: Works independently to complete given tasks, performing routine duties and assisting more experienced personnel. Follows established procedures and guidelines. Close supervision is provided.

Geographical scope: mainly national

Typical minimum relevant experience required: less than 2 years, represents the typical entry level position

## Job Profile: Documentation Administrator 2

Job Family: Engineering Group / Engineering

Summary: Provide timely and effective administrative support for organizing and maintaining accurate documentation. 1. Administer document version, language version, and back-up procedures according to company guidelines.

2. Prepare documents into master format suitable for distribution methods, such as paper copies, web documents, etc.

3. Provide copying service using photocopy equipment.

4. Arrange document distribution according to specifications. Work complexity and business impact: Works independently to complete given tasks, performing varied documentation duties that require initiative, organization and independent judgment in problem solving. Close supervision is provided.

Geographical scope: mainly national

Typical minimum relevant experience required: 1-3 years

## Job Profile: Documentation Manager

Job Family: Engineering Group / Engineering

Summary: Develop and implement documentation processes and procedures to provide optimal level of documentation services. 1. Manage and develop document creation and distribution methods and tools to maintain

the documents, document creation and document distribution at state-of-the-art level.

2. Ensure accurate and timely collection of source material, technical editing of the documents, and finalization of the documents into master format suitable for all distribution methods.

3. Manage contracting of the new foreign language versions of the documents and the development of language conversion methods and tools.

4. Lead, direct, evaluate, and develop documentation staff and subcontractors. Work complexity and business impact: Works independently, or may lead a small team (in-house or subcontractor), to complete given assignments and projects. Analyses and improves current ways of working. Guides and influences others within own area of expertise.

Geographical scope: regional /global

Typical minimum relevant experience required: 4-7 years

## Job Profile: Drafter 1

Job Family: Engineering Group / Engineering

Summary: Prepare layouts and drawings (for example of machinery, equipment, or structures) from engineering specifications. 1. Prepares drawings such as plan, sectional, isometric or orthographic projections, using diagrams, schematics, piece parts, tools, fixtures and equipment.

2. Combines details from sketches, drawings, and blueprints to make required calculations.

3. Details and redraws letter and trace drawings on components, assemblies, and engineering change orders.

4. Interprets data, instructions, and specifications (for example previous drawings, layouts, sketches, notes, and verbal instructions) to prepare accurate drawings. Work complexity and business impact: Works independently to complete given tasks and activities, preparing layouts and drawings to support engineering and/or product development projects. Job is mainly performed according to defined processes or work methods. Close supervision is provided.

Geographical scope: mainly national

Typical minimum relevant experience required: 1-3 years

## Job Profile: Drafter 2

Job Family: Engineering Group / Engineering

Summary: Prepare layouts and drawings (for example of machinery, equipment, or structures) from engineering specifications. 1. Prepares drawings such as plan, sectional, isometric or orthographic projections, using diagrams, schematics, piece parts, tools, fixtures and equipment.

2. Combines details from sketches, drawings, and blueprints to make required calculations.

3. Details and redraws letter and trace drawings on components, assemblies, and engineering change orders.

4. Interprets data, instructions, and specifications (for example previous drawings, layouts, sketches, notes, and verbal instructions) to prepare accurate drawings. Work complexity and business impact: Works independently to complete given assignments, preparing more complex layouts and drawings to support engineering and/or product development projects. Influences and guides others within own area of expertise.



Geographical scope: mainly national

Typical minimum relevant experience required: 2-5 years

### Job Profile: Engineer 1

Job Family: Engineering Group / Engineering

Summary: Provide services in engineering sub-area (e.g. mechanical, electronic, chemical, process, system) to support engineering design and project completion. 1. Develop and carry out engineering (e.g. mechanical, electronic, chemical, process, system) procedures, techniques and sequences to achieve quality and productivity.

2. Conduct engineering analyses using scientific principles to produce and interpret blueprints, drawings and technical specifications.

3. Coordinate with and support the design, development and production team to ensure activities are aligned and achieve delivery targets. May coordinate and oversee subcontracted engineering work.

4. Understand the quality requirements for projects, identify the risks, and implement the processes to achieve the objectives.

5. Provide coaching and training within own responsibility area. Work complexity and business impact: Works independently to complete given tasks and activities, solving daily operational engineering issues and focusing on basic engineering. Job is mainly performed according to defined processes or work methods. Close supervision is provided when needed.

Geographical scope: mainly national

Typical minimum relevant experience required: less than 3 years, represents the typical entry level position

### Job Profile: Engineer 2

Job Family: Engineering Group / Engineering

Summary: Provide services in engineering sub-area (e.g. mechanical, electronic, chemical, process, system) to support engineering design and project completion. 1. Develop and carry out engineering (e.g. mechanical, electronic, chemical, process, system) procedures, techniques and sequences to achieve quality and productivity.

2. Conduct engineering analyses using scientific principles to produce and interpret blueprints, drawings and technical specifications.

3. Coordinate with and support the design, development and production team to ensure activities are aligned and achieve delivery targets. May coordinate and oversee subcontracted engineering work.

4. Understand the quality requirements for projects, identify the risks, and implement the processes to achieve the objectives.

5. Provide coaching and training within own responsibility area. Work complexity and business impact: Works independently to complete given assignments and projects, carrying out day-to-day engineering and development activities. Analyses and improves current ways of working. Influences and guides others within own area of expertise.

Geographical scope: national/regional

Typical minimum relevant experience required: 2-5 years

### Job Profile: Engineer 3

Job Family: Engineering Group / Engineering

Summary: Provide services in engineering sub-area (e.g. mechanical, electronic, chemical, process, system) to support engineering design and project completion. 1. Develop and carry out engineering (e.g. mechanical, electronic, chemical, process, system) procedures, techniques and sequences to achieve quality and productivity.

2. Conduct engineering analyses using scientific principles to produce and interpret blueprints, drawings and technical specifications.

3. Coordinate with and support the design, development and production team to ensure activities are aligned and achieve delivery targets. May coordinate and oversee subcontracted engineering work.

4. Understand the quality requirements for projects, identify the risks, and implement the processes to achieve the objectives.

5. Provide coaching and training within own responsibility area. Work complexity and business impact: Works independently to complete given assignments and projects, dealing with demanding engineering activities and providing senior level expertise to ensure best solutions for business are implemented. Guides and influences others within own area of expertise.

Geographical scope: regional /global

Typical minimum relevant experience required: 4-7 years, recognized global expert in own field

### Job Profile: Engineer 4

Job Family: Engineering Group / Engineering

Summary: Provide services in engineering sub-area (e.g. mechanical, electronic, chemical, process, system) to support engineering design and project completion. 1. Develop and carry out engineering (e.g. mechanical, electronic, chemical, process, system) procedures, techniques and sequences to achieve quality and productivity.

2. Conduct engineering analyses using scientific principles to produce and interpret blueprints, drawings and technical specifications.

3. Coordinate with and support the design, development and production team to ensure activities are aligned and achieve delivery targets. May coordinate and oversee subcontracted engineering work.

4. Understand the quality requirements for projects, identify the risks, and implement the processes to achieve the objectives.

5. Provide coaching and training within own responsibility area. Work complexity and business impact: High individual responsibility of results. Deals with complex senior level engineering and/or development activities and projects that have a large impact on the current and future products and/or services. Leads (without managerial authority), guides and influences others when needed.

Geographical scope: global

Typical minimum relevant experience required: 5-8 years, recognized global expert in own field

### Job Profile: Engineering Manager 1

Job Family: Engineering Group / Engineering

Summary: Plan, direct, and coordinate a team of engineers to carry out engineering activities. 1. Coordinate and direct engineering projects, making detailed plans to accomplish goals and directing the integration of technical activities.

2. Liaise with management, production, and marketing staff to discuss engineering specifications and procedures.

3. Analyze technology, resource needs, and market demand, to plan and assess the feasibility of engineering requirements and manage the workflow of the engineering department and subcontractors.

4. Develop and implement policies, standards and procedures for the engineering and technical work performed in the department.

5. Manage own team effectively, including recruitment, management of performance and reward issues and planning for succession. Work complexity and business impact: Manages engineering activities of a small team of engineers, or a large team of draftspersons. Schedules, allocates and monitors work of the team. Provides senior level expertise.

Geographical scope: national/regional

Typical minimum relevant experience required: 4-7 years

### Job Profile: Engineering Manager 2

Job Family: Engineering Group / Engineering

Summary: Plan, direct, and coordinate a team of engineers to carry out engineering activities. 1. Coordinate and direct engineering projects, making detailed plans to accomplish goals and directing the integration of technical activities.

2. Liaise with management, production, and marketing staff to discuss engineering specifications and procedures.

3. Analyze technology, resource needs, and market demand, to plan and assess the feasibility of engineering requirements and manage the workflow of the engineering department and subcontractors.

4. Develop and implement policies, standards and procedures for the engineering and technical work performed in the department.

5. Manage own team effectively, including recruitment, management of performance and reward issues and planning for succession. Work complexity and business impact: Manages complex engineering projects that have a large impact on the current and future products and/or services through a mid-sized team in a single site or multiple small teams across a number of different sites, and determines team structure and roles of members.

Geographical scope: regional/global

Typical minimum relevant experience required: 5-8 years

### Job Profile: Engineering Manager 3

Job Family: Engineering Group / Engineering

Summary: Plan, direct, and coordinate a team of engineers to carry out engineering activities. 1. Coordinate and direct engineering projects, making detailed plans to accomplish goals and directing the integration of technical activities.

2. Liaise with management, production, and marketing staff to discuss engineering specifications and procedures.

3. Analyze technology, resource needs, and market demand, to plan and assess the feasibility of engineering requirements and manage the workflow of the engineering department and subcontractors.

4. Develop and implement policies, standards and procedures for the engineering and technical work performed in

the department.

5. Manage own team effectively, including recruitment, management of performance and reward issues and planning for succession. Work complexity and business impact: Leads complex engineering projects that have a large impact on the current and future products and/or services through a large team of engineers in a single site or multiple teams across a number of different sites, and determines team structure and roles of members.

Geographical scope: regional/global

Typical minimum relevant experience required: 7-10 years

## Job Profile: Engineering Technician

Job Family: Engineering Group / Engineering

Summary: Assist engineers by developing and testing machinery/materials and equipment, applying knowledge of Mechanical, Electronic, or Chemical engineering. 1. Review project instructions and blueprints to ascertain test specifications, procedures, objectives, test equipment, nature of technical problem, and possible solutions, such as part/material redesign or substitution of material or parts.

2. Set up and conduct test of materials and/or components under operational conditions to investigate design proposals for improving equipment/material performance or other factors, or to obtain data for development, standardization, and quality control.

3. Analyze test results in relation to design or rated specifications and test objectives, and modifies or adjusts equipment/materials to meet specifications.

4. Record test procedures and results, numerical and graphical data, and recommendations for changes in product or test method. Work complexity and business impact: Works independently to complete given tasks and activities, solving daily technical issues related to processes, machinery, work methods or tools. Job is mainly performed according to defined processes or work methods. Close supervision is provided when needed.

Geographical scope: mainly national

Typical minimum relevant experience required: 1-3 years

## Job Profile: Executive 1

Job Family: General Management Group / General Management

Summary:

## Job Profile: Executive 2

Job Family: General Management Group / General Management

Summary:

## Job Profile: Executive 3

Job Family: General Management Group / General Management

Summary:

## Job Profile: External

Job Family: Administration Group / Administration

Summary:

## Job Profile: Facility Manager 1

Job Family: Administration Group / Administration

Summary: Manage the provision and administration of facility for designated company premises. 1. Direct and plan essential central services, for example maintenance, janitor, security. 2. Coordinate and lead a team or teams of staff to cover various areas of responsibility. 3. Prepare documents to put out tenders for contractors to provide services, calculating and comparing costs for required goods or services to achieve maximum value for money. 4. Project manage, supervise and coordinate work of contractors, checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies. 5. Respond to emergencies or urgent issues as they arise. Work complexity and business impact: Manages the day-to-day facility service operations for a small unit. Works independently to complete given assignments and projects, and may lead a small team of facility employees and/or contractors. Geographical scope: mainly national Typical minimum relevant experience required: 2-5 years

## Job Profile: Facility Manager 2

Job Family: Administration Group / Administration

Summary: Manage the provision and administration of facility for designated company premises. 1. Direct and plan essential central services, for example maintenance, janitor, security.2. Coordinate and lead a team or teams of staff to cover various areas of responsibility.3. Prepare documents to put out tenders for contractors to provide services, calculating and comparing costs for required goods or services to achieve maximum value for money.4. Project manage, supervise and coordinate work of contractors, checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies.5. Respond to emergencies or urgent issues as they arise. Work complexity and business impact: Manages the facility services and processes for an assigned unit. Works independently to complete given assignments and projects, and/or leads a small team of facility employees and contractors.

Geographical scope: mainly national

Typical minimum relevant experience required: 4-7 years

### Job Profile: Facility Manager 3

Job Family: Administration Group / Administration

Summary: Manage the provision and administration of facility for designated company premises. 1. Direct and plan essential central services, for example maintenance, janitor, security.2. Coordinate and lead a team or teams of staff to cover various areas of responsibility.3. Prepare documents to put out tenders for contractors to provide services, calculating and comparing costs for required goods or services to achieve maximum value for money.4. Project manage, supervise and coordinate work of contractors, checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies.5. Respond to emergencies or urgent issues as they arise. Work complexity and business impact: Manages the facility services and processes for a mid-sized or large unit. High individual responsibility of results. Leads, guides and influences a team of facility employees and contractors. Geographical scope: mainly national Typical minimum relevant experience required: 5-8 years

### Job Profile: Facility Technician

Job Family: Administration Group / Administration

Summary: Perform preventative and corrective facility maintenance activities in designated company premises 1. Perform non-technical maintenance work, such as electrical, plumbing, and building maintenance (lighting, paint, etc).2. Perform maintenance, system diagnostics, and component repairs of building HVAC, access control and fire alarm system to ensure consistent on-going operations.3. Preventative maintenance, troubleshooting and replacement for selected equipment.4. Disassemble and assemble office furniture, such as cubicle walls, desks, bookcases, filing cabinets, etc. Work complexity and business impact: Works independently to complete given tasks and activities, solving daily technical maintenance issues related to the designated premises. Close supervision is provided when needed.

Geographical scope: local

Typical minimum relevant experience required: 1-3 years

### Job Profile: Foreman

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Oversee the day-to-day activities of a team of production workers, and participate in teams work to manufacture the organization's products 1. Oversee (without managerial authority) production work to ensure that all production tasks are performed, and all machines and equipment operated safely. 2. Monitor the volume and quality of output and adjust tasks, timing, equipment set-up, or inputs so that production specifications are met and resources are used efficiently. 3. Train new employees in the organization's operating procedures and standards. 4. Operate machines and production equipment safely and in accordance with instructions. Work complexity and business impact: Oversees day-to-day production activities, and analyses and improves current ways of working. May guide others within own area of expertise.

Geographical scope: local /national

Typical minimum relevant experience required: 1-2 years

### Job Profile: General Manager 1

Job Family: General Management Group / General Management

Summary: Lead and direct an operational, cross-functional unit (business unit/ subsidiary/ factory/ branch) according corporate objectives, strategy and business needs and best market practice. 1. Lead the activities of an operational unit (including most of the following activities: production, engineering, sales, finance, and human resources) in order to achieve its short and long-term strategic financial and operating objectives as set by the overall business plan.2. Set and monitor the performance of the unit against standards and targets in areas such as manufacturing and

administration efficiency, cost control, sales revenue, legal compliance, and human resource management. 3. Contribute to strategic planning and decision-making at senior management level to develop and implement business strategies that are aligned with the business objectives, and translate these into annual plans. 4. Lead, guide, evaluate, and develop a team of senior managers to ensure that the unit achieves its business objectives and complies with all relevant regulations and laws. Work complexity and business impact: Leads an operational unit with multiple teams covering different functions, and takes tactical and operational decisions that have medium impact on corporate results. Geographical scope: national/regional/global Typical minimum relevant experience required: 10 or more years

## Job Profile: General Manager 2

Job Family: General Management Group / General Management

Summary: Lead and direct an operational, cross-functional unit (business unit/ subsidiary/ factory/ branch) according corporate objectives, strategy and business needs and best market practice. 1. Lead the activities of an operational unit (including most of the following activities: production, engineering, sales, finance, and human resources) in order to achieve its short and long-term strategic financial and operating objectives as set by the overall business plan. 2. Set and monitor the performance of the unit against standards and targets in areas such as manufacturing and administration efficiency, cost control, sales revenue, legal compliance, and human resource management. 3. Contribute to strategic planning and decision-making at senior management level to develop and implement business strategies that are aligned with the business objectives, and translate these into annual plans. 4. Lead, guide, evaluate, and develop a team of senior managers to ensure that the unit achieves its business objectives and complies with all relevant regulations and laws. Work complexity and business impact: Leads a major operating unit with multiple teams covering different functions, and takes significant tactical and operational decisions that have high impact on corporate results. Geographical scope: national/regional/global Typical minimum relevant experience required: 12 or more years

## Job Profile: Head of Business Development 1

Job Family: Business Development Group / Business Development

Summary: Lead and direct the Business Development function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met. 2. Contribute to strategic planning and decision-making at senior management level to develop and implement functional strategies that are aligned with the business objectives, and translate these into annual plans. 3. Develop and lead implementation of new functional process excellence initiatives, including strategic resource allocation; organization structure; leadership; systems and techniques for improved efficiencies. 4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads the business development function's operations with a team of professionals through direct or indirect line of control, and takes tactical and operational decisions that have medium impact on corporate results.

Geographical scope: regional/global

Typical minimum relevant experience required: 10 or more years

## Job Profile: Head of Business Development 2

Job Family: Business Development Group / Business Development

Summary: Lead and direct the Business Development function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met. 2. Contribute to strategic planning and decision-making at senior management level to develop and implement functional strategies that are aligned with the business objectives, and translate these into annual plans. 3. Develop and lead implementation of new functional process excellence initiatives, including strategic resource allocation; organization structure; leadership; systems and techniques for improved efficiencies. 4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads the business development function's operations with a team of professionals through direct or indirect line of control, and takes significant tactical and operational decisions that have high impact on corporate results.

Geographical scope: global

Typical minimum relevant experience required: 12 or more years

## Job Profile: Head of Engineering 1

#### Job Family: Engineering Group / Engineering

Summary: Lead and direct the Engineering function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met.2. Contribute to strategic planning and decision-making at senior management level to develop and implement engineering strategies that are aligned with the business objectives, and translate these into annual plans.3. Develop and lead implementation of new technology and engineering process excellence initiatives, including strategic resource allocation; organization structure; leadership; engineering systems and techniques for improved efficiencies.4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads the operations of an engineering unit with multiple teams, and takes tactical and operational decisions that have medium impact on corporate results.Geographical scope: regional/globalTypical minimum relevant experience required: 10 or more years

#### Job Profile: Head of Engineering 2

##### Job Family: Engineering Group / Engineering

Summary: Lead and direct the Engineering function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met.2. Contribute to strategic planning and decision-making at senior management level to develop and implement engineering strategies that are aligned with the business objectives, and translate these into annual plans.3. Develop and lead implementation of new technology and engineering process excellence initiatives, including strategic resource allocation; organization structure; leadership; engineering systems and techniques for improved efficiencies.4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads the operations of a major engineering unit with multiple teams in different countries, and takes significant tactical and operational decisions that have high impact on corporate results.Geographical scope: globalTypical minimum relevant experience required: 12 or more years

#### Job Profile: Head of Finance & Accounting 1

##### Job Family: Finance & Accounting Group / Finance & Accounting

Summary: Lead and direct the Finance & Accounting function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met.2. Contribute to strategic planning and decision-making at senior management level to develop and implement finance & accounting strategies that are aligned with the business objectives, and translate these into annual plans.3. Develop and lead implementation of new finance & accounting process excellence initiatives, including strategic resource allocation; organization structure; leadership; finance & accounting systems and techniques for improved efficiencies.4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads the finance and accounting operations of a business line with teams in different countries, and takes tactical and operational decisions that have medium impact on corporate results.

Geographical scope: regional/global

Typical minimum relevant experience required: 10 or more years

#### Job Profile: Head of Finance & Accounting 2

##### Job Family: Finance & Accounting Group / Finance & Accounting

Summary: Lead and direct the Finance & Accounting function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met.2. Contribute to strategic planning and decision-making at senior management level to develop and implement finance & accounting strategies that are aligned with the business objectives, and translate these into annual plans.3. Develop and lead implementation of new finance & accounting process excellence initiatives, including strategic resource allocation; organization structure; leadership; finance & accounting systems and techniques for improved efficiencies.4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads the finance and accounting operations of a major business line with multiple teams across the globe, and takes significant tactical and operational decisions that have high impact on corporate results.



Geographical scope: global

Typical minimum relevant experience required: 12 or more years

### Job Profile: Head of Function 1

Job Family: Administration Group / Administration

Summary: Lead and direct on or more staff functions within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met.2. Contribute to strategic planning and decision-making at senior management level to develop and implement functional strategies that are aligned with the business objectives, and translate these into annual plans.3. Develop and lead implementation of new functional process excellence initiatives, including strategic resource allocation; organization structure; leadership; systems and techniques for improved efficiencies.4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively.

Work complexity and business impact: Leads the business support function's operations with a team of professionals through direct or indirect line of control, and takes tactical and operational decisions that have medium impact on corporate results.

Geographical scope: regional/global

Typical minimum relevant experience required: 10 or more years

### Job Profile: Head of Function 2

Job Family: Administration Group / Administration

Summary: Lead and direct on or more staff functions within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met.2. Contribute to strategic planning and decision-making at senior management level to develop and implement functional strategies that are aligned with the business objectives, and translate these into annual plans.3. Develop and lead implementation of new functional process excellence initiatives, including strategic resource allocation; organization structure; leadership; systems and techniques for improved efficiencies.4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively.

Work complexity and business impact: Leads the business support function's operations with a team of professionals through direct or indirect line of control, and takes significant tactical and operational decisions that have high impact on corporate results.

Geographical scope: global

Typical minimum relevant experience required: 12 or more years

### Job Profile: Head of HR 1

Job Family: Human Resources Group / Human Resources

Summary: Provide proactive consultation and input to senior management on issues where human resources expertise can improve business results. 1. Contribute to the development of the unit's business strategy and ensure the alignment of HR strategy with the business objectives. Assess and anticipate HR-related needs of the business and proactively communicate needs with global Valmet HR to develop integrated solutions.2. Manage succession planning and long-term workforce planning, and identify business risks related with personnel resources.3. Manage business oriented learning and development of the organization. Identify training needs for the organization as well as individual executive coaching needs.4. Responsible of the performance management and enforcement of business targets into personal targets.5. Plan and develop the unit's compensation guidelines in accordance with the corporation's compensation policy. Provide solutions and instructions for special cases. Oversee the compensation process implementation. Work complexity and business impact: Leads the operations of a team of HR professionals, or multiple teams, across different countries, and takes tactical and operational decisions that have medium impact on corporate results.

Geographical scope: regional/global

Typical minimum relevant experience required: 10 or more years

### Job Profile: Head of HR 2

Job Family: Human Resources Group / Human Resources

Summary: Provide proactive consultation and input to senior management on issues where human resources expertise can improve business results. 1. Contribute to the development of the unit's business strategy and ensure the alignment of HR strategy with the business objectives. Assess and anticipate HR-related needs of the business and proactively communicate needs with global Valmet HR to develop integrated solutions.2. Manage succession

planning and long-term workforce planning, and identify business risks related with personnel resources.3. Manage business oriented learning and development of the organization. Identify training needs for the organization as well as individual executive coaching needs.4. Responsible of the performance management and enforcement of business targets into personal targets.5. Plan and develop the unit's compensation guidelines in accordance with the corporation's compensation policy. Provide solutions and instructions for special cases. Oversee the compensation process implementation. Work complexity and business impact: Leads the operations of a team of HR professionals, or multiple teams, across the globe, and takes significant tactical and operational decisions that have high impact on corporate results.

Geographical scope: global

Typical minimum relevant experience required: 12 or more years

### Job Profile: Head of IT 1

Job Family: Information Technology Group / Information Technology

Summary: Lead and direct the IT function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met.2. Contribute to strategic planning and decision-making at senior management level to develop and implement IT strategies that are aligned with the business objectives, and translate these into annual plans.3. Develop and lead implementation of new technology and IT process excellence initiatives, including strategic resource allocation; organization structure; leadership; IT systems and techniques for improved efficiencies.4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads the IT function with a team of professionals through direct or indirect line of control, and takes tactical and operational decisions that have medium to long-term impact on corporate results. Geographical scope: regional/global Typical minimum relevant experience required: 10 or more years

### Job Profile: Head of IT 2

Job Family: Information Technology Group / Information Technology

Summary: Lead and direct the IT function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met.2. Contribute to strategic planning and decision-making at senior management level to develop and implement IT strategies that are aligned with the business objectives, and translate these into annual plans.3. Develop and lead implementation of new technology and IT process excellence initiatives, including strategic resource allocation; organization structure; leadership; IT systems and techniques for improved efficiencies.4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads the IT function with a team of professionals through direct or indirect line of control, and takes significant tactical and operational decisions that have a long-term impact on corporate results.

Geographical scope: global

Typical minimum relevant experience required: 12 or more years

### Job Profile: Head of Legal 1

Job Family: Legal Group / Legal

Summary: Lead and direct the Legal function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met.2. Contribute to strategic planning and decision-making at senior management level to develop and implement functional strategies that are aligned with the business objectives, and translate these into annual plans.3. Develop and lead implementation of new functional process excellence initiatives, including strategic resource allocation; organization structure; leadership; systems and techniques for improved efficiencies.4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads the legal function's operations with a team of professionals through direct or indirect line of control, and takes tactical and operational decisions that have medium impact on corporate results.

Geographical scope: regional/global

Typical minimum relevant experience required: 10 or more years

### Job Profile: Head of Legal 2

Job Family: Legal Group / Legal

Summary: Lead and direct the Legal function within own responsibility area according corporate objectives, strategy

and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met. 2. Contribute to strategic planning and decision-making at senior management level to develop and implement functional strategies that are aligned with the business objectives, and translate these into annual plans. 3. Develop and lead implementation of new functional process excellence initiatives, including strategic resource allocation; organization structure; leadership; systems and techniques for improved efficiencies. 4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads the legal function's operations with a team of professionals through direct or indirect line of control, and takes significant tactical and operational decisions that have high impact on corporate results.

Geographical scope: global

Typical minimum relevant experience required: 12 or more years

## Job Profile: Head of Marketing & Communications 1

Job Family: Marketing & Communications Group / Marketing & Communications

Summary: Lead and direct the Marketing & Communications function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met. 2. Contribute to strategic planning and decision-making at senior management level to develop and implement marketing & communications strategies that are aligned with the business objectives, and translate these into annual plans. 3. Develop and lead implementation of new marketing & communications process excellence initiatives, including strategic resource allocation; organization structure; leadership; marketing & communications concepts and techniques for improved efficiencies. 4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads the marketing and/or communications operations with multiple teams in a major country or several different countries, and takes tactical and operational decisions that have medium impact on corporate results.

Geographical scope: regional/global

Typical minimum relevant experience required: 10 or more years

## Job Profile: Head of Marketing & Communications 2

Job Family: Marketing & Communications Group / Marketing & Communications

Summary: Lead and direct the Marketing & Communications function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met. 2. Contribute to strategic planning and decision-making at senior management level to develop and implement marketing & communications strategies that are aligned with the business objectives, and translate these into annual plans. 3. Develop and lead implementation of new marketing & communications process excellence initiatives, including strategic resource allocation; organization structure; leadership; marketing & communications concepts and techniques for improved efficiencies. 4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads the marketing and/or communications operations with multiple teams across the globe, and takes significant tactical and operational decisions that have high impact on corporate results.

Geographical scope: global

Typical minimum relevant experience required: 12 or more years

## Job Profile: Head of Operations 1

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Lead and direct the Operations & Manufacturing function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met. 2. Contribute to strategic planning and decision-making at senior management level to develop and implement operations and manufacturing strategies that are aligned with the business objectives, and translate these into annual plans. 3. Develop and lead implementation of new manufacturing excellence initiatives, including strategic resource allocation; organization structure; leadership; production systems and techniques for improved efficiencies. 4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads the manufacturing operations of a business line or unit with multiple teams in different countries, and takes tactical and operational decisions that have medium impact on corporate results.

Geographical scope: regional/global

Typical minimum relevant experience required: 10 or more years

## Job Profile: Head of Operations 2

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Lead and direct the Operations & Manufacturing function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met.2. Contribute to strategic planning and decision-making at senior management level to develop and implement operations and manufacturing strategies that are aligned with the business objectives, and translate these into annual plans.3. Develop and lead implementation of new manufacturing excellence initiatives, including strategic resource allocation; organization structure; leadership; production systems and techniques for improved efficiencies.4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads all manufacturing operations for a business line with multiple units across the globe, and takes significant tactical and operational decisions that have high impact on corporate results.

Geographical scope: regional/global

Typical minimum relevant experience required: 12 or more years

## Job Profile: Head of Procurement 1

Job Family: Procurement & Logistics Group / Procurement & Logistics

Summary: Lead and direct the Procurement & Logistics function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met.2. Contribute to strategic planning and decision-making at senior management level to develop and implement procurement and logistics strategies that are aligned with the business objectives, and translate these into annual plans.3. Develop and lead implementation of new procurement and logistics process excellence initiatives, including strategic resource allocation; organization structure; leadership; procurement and logistics systems and techniques for improved efficiencies.4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads the procurement and logistics operations with multiple teams in different countries, and takes tactical and operational decisions that have medium impact on corporate results.

Geographical scope: regional/global

Typical minimum relevant experience required: 10 or more years

## Job Profile: Head of Procurement 2

Job Family: Procurement & Logistics Group / Procurement & Logistics

Summary: Lead and direct the Procurement & Logistics function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met.2. Contribute to strategic planning and decision-making at senior management level to develop and implement procurement and logistics strategies that are aligned with the business objectives, and translate these into annual plans.3. Develop and lead implementation of new procurement and logistics process excellence initiatives, including strategic resource allocation; organization structure; leadership; procurement and logistics systems and techniques for improved efficiencies.4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads the procurement and logistics operations with multiple teams across the globe, and takes significant tactical and operational decisions that have high impact on corporate results.

Geographical scope: global

Typical minimum relevant experience required: 12 or more years

## Job Profile: Head of Project Management 1

Job Family: Project Management Group / Project Management

Summary: Lead and direct the Project Management function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met.2. Contribute to strategic planning and decision-making at senior management level to develop and implement project management strategies that are aligned with the business objectives, and translate these into annual plans.3.

Develop and lead implementation of new project management process excellence initiatives, including strategic resource allocation; organization structure; leadership; project management systems and techniques for improved efficiencies.4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads a project management unit with multiple teams operating in different countries, and takes tactical and operational decisions that have medium impact on corporate results.

Geographical scope: regional/global

Typical minimum relevant experience required: 10 or more years

## Job Profile: Head of Project Management 2

Job Family: Project Management Group / Project Management

Summary: Lead and direct the Project Management function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met.2. Contribute to strategic planning and decision-making at senior management level to develop and implement project management strategies that are aligned with the business objectives, and translate these into annual plans.3. Develop and lead implementation of new project management process excellence initiatives, including strategic resource allocation; organization structure; leadership; project management systems and techniques for improved efficiencies.4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads a major project management unit with multiple teams operating across the globe, and takes significant tactical and operational decisions that have high impact on corporate results.

Geographical scope: regional/global

Typical minimum relevant experience required: 12 or more years

## Job Profile: Head of Quality & HSE 1

Job Family: Quality & HSE Group / Quality & HSE

Summary: Lead and direct the Quality, Operational excellence and/or HSE function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met.2. Contribute to strategic planning and decision-making at senior management level to develop and implement quality and HSE strategies that are aligned with the business objectives, and translate these into annual plans.3. Develop and lead implementation of new operational excellence initiatives, including strategic resource allocation; organization structure; leadership; systems and techniques for improved efficiencies.4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads the quality and/or HSE operations of a business line or unit with multiple teams in different countries, and takes tactical and operational decisions that have medium impact on corporate results.

Geographical scope: regional/global

Typical minimum relevant experience required: 10 or more years

## Job Profile: Head of Quality & HSE 2

Job Family: Quality & HSE Group / Quality & HSE

Summary: Lead and direct the Quality, Operational excellence and/or HSE function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met.2. Contribute to strategic planning and decision-making at senior management level to develop and implement quality and HSE strategies that are aligned with the business objectives, and translate these into annual plans.3. Develop and lead implementation of new operational excellence initiatives, including strategic resource allocation; organization structure; leadership; systems and techniques for improved efficiencies.4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact and business impact: Leads all operational excellence operations for a business line with multiple units across the globe, and takes significant tactical and operational decisions that have high impact on corporate results.

Geographical scope: regional/global

Typical minimum relevant experience required: 12 or more years

## Job Profile: Head of R&D 1



Job Family: Research & Development Group / Research & Development

Summary: Lead and direct the Research & Development function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met.2. Contribute to strategic planning and decision-making at senior management level to develop and implement R&D strategies that are aligned with the business objectives, and translate these into annual plans.3. Develop and lead implementation of new technology and R&D process excellence initiatives, including strategic resource allocation; organization structure; leadership; R&D systems and techniques for improved efficiencies.4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads the operations of a R&D unit which may have teams in different countries, and takes tactical and operational decisions that have medium to long-term impact on corporate results.Geographical scope: regional/globalTypical minimum relevant experience required: 10 or more years

## Job Profile: Head of R&D 2

Job Family: Research & Development Group / Research & Development

Summary: Lead and direct the Research & Development function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met.2. Contribute to strategic planning and decision-making at senior management level to develop and implement R&D strategies that are aligned with the business objectives, and translate these into annual plans.3. Develop and lead implementation of new technology and R&D process excellence initiatives, including strategic resource allocation; organization structure; leadership; R&D systems and techniques for improved efficiencies.4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads the operations of a major R&D unit with multiple teams in different countries, and takes significant tactical and operational decisions that have long-term impact on corporate results.

Geographical scope: global

Typical minimum relevant experience required: 12 or more years

## Job Profile: Head of Sales 1

Job Family: Sales Group / Sales

Summary: Lead and direct the Sales function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met.2. Contribute to strategic planning and decision-making at senior management level to develop and implement sales strategies that are aligned with the business objectives, and translate these into annual plans.3. Develop and lead implementation of new sales process excellence initiatives, including strategic resource allocation; organization structure; leadership; sales concepts and techniques for improved efficiencies.4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads the sales operations with multiple teams in a major country or several different countries, and takes tactical and operational decisions that have medium impact on corporate results.

Geographical scope: regional/global

Typical minimum relevant experience required: 10 or more years

## Job Profile: Head of Sales 2

Job Family: Sales Group / Sales

Summary: Lead and direct the Sales function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met.2. Contribute to strategic planning and decision-making at senior management level to develop and implement sales strategies that are aligned with the business objectives, and translate these into annual plans.3. Develop and lead implementation of new sales process excellence initiatives, including strategic resource allocation; organization structure; leadership; sales concepts and techniques for improved efficiencies.4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads the sales operations with multiple teams across different countries, and takes significant tactical and operational decisions that have high impact on corporate results.

Geographical scope: regional/global

Typical minimum relevant experience required: 12 or more years



## Job Profile: Head of Service 1

Job Family: Service Group / Service

Summary: Lead and direct the Service function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met. 2. Contribute to strategic planning and decision-making at senior management level to develop and implement service strategies that are aligned with the business objectives, and translate these into annual plans. 3. Develop and lead implementation of new service process excellence initiatives, including strategic resource allocation; organization structure; leadership; service concepts and processes for improved efficiencies. 4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads the service business operations with multiple teams in a major country or several different countries, and takes tactical and operational decisions that have medium impact on corporate results.

Geographical scope: regional/global

Typical minimum relevant experience required: 10 or more years

## Job Profile: Head of Service 2

Job Family: Service Group / Service

Summary: Lead and direct the Service function within own responsibility area according corporate objectives, strategy and business needs and best market practice. 1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met. 2. Contribute to strategic planning and decision-making at senior management level to develop and implement service strategies that are aligned with the business objectives, and translate these into annual plans. 3. Develop and lead implementation of new service process excellence initiatives, including strategic resource allocation; organization structure; leadership; service concepts and processes for improved efficiencies. 4. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively. Work complexity and business impact: Leads the services business operations with multiple teams across the globe, and takes significant tactical and operational decisions that have high impact on corporate results.

Geographical scope: global

Typical minimum relevant experience required: 12 or more years

## Job Profile: Head of Treasury

Job Family: Finance & Accounting Group / Treasury

Summary: Lead and direct the Treasury function within own responsibility area according corporate objectives, strategy and business needs and best market practice.

1. Lead the function's development and implementation of policies, procedures, and compliance activities to ensure that all organizational objectives are met.
2. Contribute to strategic planning and decision-making at senior management level to develop and implement treasury strategies that are aligned with the business objectives, and translate these into annual plans.
3. Is responsible for active financial risk management and managing the cash flows within own area of responsibility and reporting on financial status and development.
4. Develop and lead implementation of new treasury process excellence initiatives, including strategic resource allocation; organization structure; leadership and techniques for improved efficiencies.
5. Challenge staff to continuously improve key skills; keep them challenged, while emphasizing a learning orientation and managing performance effectively.

Work complexity and business impact: Leads the treasury activities of assigned unit(s) with a mid-sized team or multiple teams, and determines team structure and roles of members.

Geographical scope: global

Typical minimum relevant experience required: 10 or more years

## Job Profile: HR Administrator

Job Family: Human Resources Group / Human Resources

Summary: Provide day-to-day administrative support within the HR function. 1. Complete, check and process HR-related forms and documents in accordance with established guidelines so that HR-related matters are administered quickly and accurately. 2. Respond to enquiries and assist employees and managers to complete HR-related forms to ensure that the information provided is accurate and complete. 3. Follow-up with employees, managers or external agencies (e.g., government departments, insurance providers) to verify that the information provided is accurate and

complete. 4. Maintain employee records manually or in a human resources information system (HRIS) so that information is accurate and secure. Work complexity and business impact: Works independently to complete given tasks, providing administrative HR services for the assigned unit(s). Close supervision is provided.  
Geographical scope: mainly national  
Typical minimum relevant experience required: 1-3 years

### Job Profile: HR Executive

Job Family: General Management Group / General Management  
Summary:

### Job Profile: HR Generalist 1

Job Family: Human Resources Group / Human Resources  
Summary: Coordinate and administer a variety of programs and activities covering multiple HR fields. 1. Coordinate and administer various aspects of the organization's compensation and benefit, recruitment, training, organization development, and employee relations processes. 2. Work closely with departments to assist line managers to understand and implement HR policies and procedures. 3. Assist in the development of policies, guidelines and instructions on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management. 4. Develop HR planning strategies with line managers, which consider immediate and long-term staff requirements in terms of numbers and skill levels. Work complexity and business impact: Works independently to complete given tasks and activities, assisting more senior professionals to coordinate and administer a variety of programs and activities. Job is mainly performed according to defined processes or work methods. Close supervision is provided when needed.  
Geographical scope: mainly national  
Typical minimum relevant experience required: less than 3 years, represents the typical entry level position

### Job Profile: HR Generalist 2

Job Family: Human Resources Group / Human Resources  
Summary: Coordinate and administer a variety of programs and activities covering multiple HR fields. 1. Coordinate and administer various aspects of the organization's compensation and benefit, recruitment, training, organization development, and employee relations processes. 2. Work closely with departments to assist line managers to understand and implement HR policies and procedures. 3. Assist in the development of policies, guidelines and instructions on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management. 4. Develop HR planning strategies with line managers, which consider immediate and long-term staff requirements in terms of numbers and skill levels. Work complexity and business impact: Works independently to complete given assignments and projects, providing general personnel service for mostly non executive levels. Able to handle most day-to-day problems independently. Guides and Influences others within own area of expertise.  
Geographical scope: mainly national  
Typical minimum relevant experience required: 2-5 years

### Job Profile: HR Generalist 3

Job Family: Human Resources Group / Human Resources  
Summary: Coordinate and administer a variety of programs and activities covering multiple HR fields. 1. Coordinate and administer various aspects of the organization's compensation and benefit, recruitment, training, organization development, and employee relations processes. 2. Work closely with departments to assist line managers to understand and implement HR policies and procedures. 3. Assist in the development of policies, guidelines and instructions on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management. 4. Develop HR planning strategies with line managers, which consider immediate and long-term staff requirements in terms of numbers and skill levels. Work complexity and business impact: High individual responsibility of results. Develops, manages, coordinates and administers a variety of programs and activities. Guides and influences others within own area of expertise.  
Geographical scope: national/regional  
Typical minimum relevant experience required: 4-7 years

### Job Profile: HR Manager 1

Job Family: Human Resources Group / Human Resources  
Summary: Implement the organization's human resource strategy so that the organization attracts, manages,

develops and retains the employees it needs to achieve its current and future business objectives. 1. Provide support as KAM to managers and employees in personnel matters, union matters, policies and guidelines, and also works as a liaison between the customers and HR services in following up quality and services delivered. 2. Implement human resources policies and processes in line with the global human resource strategy for own area of the business. 3. Direct a variety of human resource-related activities and initiatives to ensure that the organization's current and future human resource requirements are met and that employees are recruited, managed, organized, trained, evaluated and rewarded in accordance with organization's human resource strategy. 4. Build relationships with functional or operational area managers to develop and implement local action plans/points that are appropriate for their business needs, but consistent with the organization's overall human resource strategy. 5. Evaluate the organization's future workforce needs in order to recommend changes to the organization's human resource initiatives and adapt existing current human resource initiatives to meet these needs. Work complexity and business impact: Works independently to complete given assignments and projects. Deals with demanding HR management activities in assigned small or mid-size unit(s). Guides and influences others.

Geographical scope: mainly national

Typical minimum relevant experience required: 5-8 years

## Job Profile: HR Manager 2

Job Family: Human Resources Group / Human Resources

Summary: Implement the organization's human resource strategy so that the organization attracts, manages, develops and retains the employees it needs to achieve its current and future business objectives. 1. Provide support as KAM to managers and employees in personnel matters, union matters, policies and guidelines, and also works as a liaison between the customers and HR services in following up quality and services delivered. 2. Implement human resources policies and processes in line with the global human resource strategy for own area of the business. 3. Direct a variety of human resource-related activities and initiatives to ensure that the organization's current and future human resource requirements are met and that employees are recruited, managed, organized, trained, evaluated and rewarded in accordance with organization's human resource strategy. 4. Build relationships with functional or operational area managers to develop and implement local action plans/points that are appropriate for their business needs, but consistent with the organization's overall human resource strategy. 5. Evaluate the organization's future workforce needs in order to recommend changes to the organization's human resource initiatives and adapt existing current human resource initiatives to meet these needs. Work complexity and business impact: High individual responsibility of results. Deals with demanding HR management activities in assigned major unit(s). Guides and influences others.

Geographical scope: local/national/regional

Typical minimum relevant experience required: 7-10 years

## Job Profile: HR Specialist 1

Job Family: Human Resources Group / Human Resources

Summary: Provide professional HR services within own field of specialism. 1. Contribute to the development of relevant HR policies and processes in area of specialism. 2. Lead or participate in various HR projects, development initiatives, and roll out of new or revised HR policies/processes. 3. Perform research and analysis in area of specialism and interpret data and information to draw conclusions and recommendations that will assist in developing policies and processes. 4. Provide managers with advice and recommendations for action on issues related to own field of HR specialism. 5. Interact with external consultants and suppliers to ensure the organization receives satisfactory standards of service. Work complexity and business impact: Works independently to complete given tasks and activities, assisting more senior professionals and focusing on specific area of HR. Job is mainly performed according to defined processes or work methods. Close supervision is provided when needed. Geographical scope: mainly national Typical minimum relevant experience required: less than 3 years, represents the typical entry level position

## Job Profile: HR Specialist 2

Job Family: Human Resources Group / Human Resources

Summary: Provide professional HR services within own field of specialism. 1. Contribute to the development of relevant HR policies and processes in area of specialism. 2. Lead or participate in various HR projects, development initiatives, and roll out of new or revised HR policies/processes. 3. Perform research and analysis in area of specialism and interpret data and information to draw conclusions and recommendations that will assist in developing policies and processes. 4. Provide managers with advice and recommendations for action on issues related to own field of HR specialism. 5. Interact with external consultants and suppliers to ensure the organization receives satisfactory standards of service. Work complexity and business impact: Works independently to complete given assignments, carrying out day-to-day activities. Analyses and improves current ways of working. Guides others within

own area of expertise.

Geographical scope: national/regional

Typical minimum relevant experience required: 2-5 years

### Job Profile: HR Specialist 3

Job Family: Human Resources Group / Human Resources

Summary: Provide professional HR services within own field of specialism. 1. Contribute to the development of relevant HR policies and processes in area of specialism.2. Lead or participate in various HR projects, development initiatives, and roll out of new or revised HR policies/processes.3. Perform research and analysis in area of specialism and interpret data and information to draw conclusions and recommendations that will assist in developing policies and processes.4. Provide managers with advice and recommendations for action on issues related to own field of HR specialism.5. Interact with external consultants and suppliers to ensure the organization receives satisfactory standards of service. Work complexity and business impact: Works independently to complete given assignments and projects, dealing with demanding HR activities in own area of specialism. Guides and influences others within own area of expertise.

Geographical scope: regional/global

Typical minimum relevant experience required: 4-7 years

### Job Profile: HR Specialist 4

Job Family: Human Resources Group / Human Resources

Summary: Provide professional HR services within own field of specialism. 1. Contribute to the development of relevant HR policies and processes in area of specialism.2. Lead or participate in various HR projects, development initiatives, and roll out of new or revised HR policies/processes.3. Perform research and analysis in area of specialism and interpret data and information to draw conclusions and recommendations that will assist in developing policies and processes.4. Provide managers with advice and recommendations for action on issues related to own field of HR specialism.5. Interact with external consultants and suppliers to ensure the organization receives satisfactory standards of service. Work complexity and business impact: High individual responsibility of results. Deals with complex HR activities requiring seasoned professional expertise. Guides and influences others within own area of expertise.

Geographical scope: globalTypical minimum relevant experience required: 5-8 years, recognized global expert in own field

### Job Profile: HR Team Manager 1

Job Family: Human Resources Group / Human Resources

Summary: Responsible for leading the day-to-day operations of a team of HR professionals. 1. Supervise the day-to-day operations of a team of HR professionals to ensure the provision of high quality HR services to the organization.2. Lead the team in providing support and assistance to line managers, and participate in service provision in demanding cases within the specific area of expertise.3. Ensure that the team meets its current and future service level targets and quality standards, and the company HR policies and processes are adhered to.4. Ensure that resourcing of the team is sufficient and provide support in professional development of team members. Work complexity and business impact: Responsible for the provision of specialized HR services for the organization units in a region. Manages a team of HR professionals across a number of sites. Geographical scope: regionalTypical minimum relevant experience required: 5-8 years

### Job Profile: HR Team Manager 2

Job Family: Human Resources Group / Human Resources

Summary: Responsible for leading the day-to-day operations of a team of HR professionals. 1. Supervise the day-to-day operations of a team of HR professionals to ensure the provision of high quality HR services to the organization.2. Lead the team in providing support and assistance to line managers, and participate in service provision in demanding cases within the specific area of expertise.3. Ensure that the team meets its current and future service level targets and quality standards, and the company HR policies and processes are adhered to.4. Ensure that resourcing of the team is sufficient and provide support in professional development of team members. Work complexity and business impact: Responsible for the provision of specialized HR services for the organization units in a region, and carries global responsibility of implementation of specific HR processes. Manages a team of HR professionals across a number of sites. Geographical scope: regional/globalTypical minimum relevant experience required: 7-10 years

### Job Profile: Internal Sales Manager 1

Job Family: Sales Group / Sales

Summary: Manages the quotation process and ordering function of the business, acting as the main point of contact to support the sales of the organization's products and services and responsible for meeting the customers' orders on time. 1. Manage the quotation process to ensure customer requirements and expectations are met. 2. Liaise with sales representatives and operations to ensure accuracy of orders. 3. Support Sales and the Distribution Channel and manage complaints and issues affecting customer orders, liaising where necessary with sales, service, finance and operations in an effort to solve order issues. 4. Work cross functionally to ensure customer satisfaction on all customer inquiries. Work complexity and business impact: Works independently to complete given assignments, dealing with local quotation processes that have some impact on the business within a country or number of countries. Guides and influences others within own area of expertise. Geographical scope: national/sub-regional Typical minimum relevant experience required: 2-5 years

## Job Profile: Internal Sales Manager 2

Job Family: Sales Group / Sales

Summary: Manages the quotation process and ordering function of the business, acting as the main point of contact to support the sales of the organization's products and services and responsible for meeting the customers' orders on time. 1. Manage the quotation process to ensure customer requirements and expectations are met. 2. Liaise with sales representatives and operations to ensure accuracy of orders. 3. Support Sales and the Distribution Channel and manage complaints and issues affecting customer orders, liaising where necessary with sales, service, finance and operations in an effort to solve order issues. 4. Work cross functionally to ensure customer satisfaction on all customer inquiries. Work complexity and business impact: Deals with demanding quotation processes across a region that have a considerable impact on the business. Manages a small team of sales support employees. Schedules, allocates and monitors work of the team. Geographical scope: national/regional Typical minimum relevant experience required: 4-7 years

## Job Profile: Internal Sales Manager 3

Job Family: Sales Group / Sales

Summary: Manages the quotation process and ordering function of the business, acting as the main point of contact to support the sales of the organization's products and services and responsible for meeting the customers' orders on time. 1. Manage the quotation process to ensure customer requirements and expectations are met. 2. Liaise with sales representatives and operations to ensure accuracy of orders. 3. Support Sales and the Distribution Channel and manage complaints and issues affecting customer orders, liaising where necessary with sales, service, finance and operations in an effort to solve order issues. 4. Work cross functionally to ensure customer satisfaction on all customer inquiries. Work complexity and business impact: Deals with large quotation processes that have a high impact on the business. Manages a mid-sized team or multiple small teams across a number of locations, and determines team structure and roles of members. Geographical scope: regional Typical minimum relevant experience required: 5-8 years

## Job Profile: Internal Sales Manager 4

Job Family: Sales Group / Sales

Summary: Manages the quotation process and ordering function of the business, acting as the main point of contact to support the sales of the organization's products and services and responsible for meeting the customers' orders on time. 1. Manage the quotation process to ensure customer requirements and expectations are met. 2. Liaise with sales representatives and operations to ensure accuracy of orders. 3. Support Sales and the Distribution Channel and manage complaints and issues affecting customer orders, liaising where necessary with sales, service, finance and operations in an effort to solve order issues. 4. Work cross functionally to ensure customer satisfaction on all customer inquiries. Work complexity and business impact: Deals with complex, large quotation processes that have a significant impact on the business. Manages multiple sales support teams across a number of countries, and determines team structure and roles of members. Geographical scope: regional/global Typical minimum relevant experience required: 7-10 years

## Job Profile: IT Service Area Manager 1

Job Family: Information Technology Group / Information Technology

Summary: Develop and implement business IT strategy of own responsibility area (IT domain, Regional IT) that aligns with the organization's vision and its current and long term business objectives. 1. Develop and implement business IT strategy of own responsibility area (IT domain, Regional IT) that aligns with the organization's vision and its current and long term business objectives. 2. Evaluate and prioritize improvements to the organization's IT infrastructure in order to ensure the organization's IT resources are used effectively. 3. Manage and own IT budget



for own responsibility area. Work complexity and business impact: Responsible for planning and leading the IT operations in the responsibility area. Manages a team of less than 10 employees, coaching team members in skills, and schedules, allocates and monitors work of the team. Geographical scope: regional/global. Typical minimum relevant experience required: 7-10 years

## Job Profile: IT Service Area Manager 2

Job Family: Information Technology Group / Information Technology

Summary: Develop and implement business IT strategy of own responsibility area (IT domain, Regional IT) that aligns with the organization's vision and its current and long term business objectives. 1. Develop and implement business IT strategy of own responsibility area (IT domain, Regional IT) that aligns with the organization's vision and its current and long term business objectives. 2. Evaluate and prioritize improvements to the organization's IT infrastructure in order to ensure the organization's IT resources are used effectively. 3. Manage and own IT budget for own responsibility area. Work complexity and business impact: Responsible for planning and leading the IT operations in the responsibility area. Leads a mid-sized team or multiple teams and determines team structure and roles of members. Geographical scope: global. Typical minimum relevant experience required: 10 or more years

## Job Profile: IT Specialist 1

Job Family: Information Technology Group / Information Technology

Summary: Responsible for the evaluation, design and implementation of IT applications and/or infrastructure that are appropriate for business needs and consistent with the organization's information systems architecture. 1. Work with user groups to identify and solve business problems with all available technology including hardware, software, databases, and peripherals. 2. Evaluate, develop and deploy information applications and associated infrastructure on a global basis, in accordance with technical specifications, so that the organization's information systems function reliably. 3. Oversee the regular testing of information systems and applications and provide advice to avoid any disruptions in business activities. 4. Responsible for the deployment, monitoring, maintenance or development and support of infrastructure and applications based on customer needs. 5. Monitor operational performance and refer system problems to relevant IT professionals to troubleshoot problems. Work complexity and business impact: Works independently to complete given tasks and activities. Follows established procedures and guidelines to monitor and develop information systems. Job is partly based on routines. Close supervision is provided when needed. Geographical scope: mainly national. Typical minimum relevant experience required: less than 3 years, represents the typical entry level position

## Job Profile: IT Specialist 2

Job Family: Information Technology Group / Information Technology

Summary: Responsible for the evaluation, design and implementation of IT applications and/or infrastructure that are appropriate for business needs and consistent with the organization's information systems architecture. 1. Work with user groups to identify and solve business problems with all available technology including hardware, software, databases, and peripherals. 2. Evaluate, develop and deploy information applications and associated infrastructure on a global basis, in accordance with technical specifications, so that the organization's information systems function reliably. 3. Oversee the regular testing of information systems and applications and provide advice to avoid any disruptions in business activities. 4. Responsible for the deployment, monitoring, maintenance or development and support of infrastructure and applications based on customer needs. 5. Monitor operational performance and refer system problems to relevant IT professionals to troubleshoot problems. Work complexity and business impact: Works independently to complete given assignments and projects, dealing with day-to-day IT activities in own area of expertise. Analyses and improves current ways of working. May guide others within own area of expertise. Geographical scope: national/regional. Typical minimum relevant experience required: 2-5 years

## Job Profile: IT Specialist 3

Job Family: Information Technology Group / Information Technology

Summary: Responsible for the evaluation, design and implementation of IT applications and/or infrastructure that are appropriate for business needs and consistent with the organization's information systems architecture. 1. Work with user groups to identify and solve business problems with all available technology including hardware, software, databases, and peripherals. 2. Evaluate, develop and deploy information applications and associated infrastructure on a global basis, in accordance with technical specifications, so that the organization's information systems function reliably. 3. Oversee the regular testing of information systems and applications and provide advice to avoid any disruptions in business activities. 4. Responsible for the deployment, monitoring, maintenance or development and support of infrastructure and applications based on customer needs. 5. Monitor operational performance and refer system problems to relevant IT professionals to troubleshoot problems. Work complexity and business impact: Works



independently to complete given assignments and projects (need to plan > 1 year), dealing with demanding IT activities, providing senior level expertise and developing existing concepts/systems. Guides and influences others within own area of expertise. Geographical scope: regional / global Typical minimum relevant experience required: 4-7 years

### Job Profile: IT Specialist 4

Job Family: Information Technology Group / Information Technology

Summary: Responsible for the evaluation, design and implementation of IT applications and/or infrastructure that are appropriate for business needs and consistent with the organization's information systems architecture. 1. Work with user groups to identify and solve business problems with all available technology including hardware, software, databases, and peripherals. 2. Evaluate, develop and deploy information applications and associated infrastructure on a global basis, in accordance with technical specifications, so that the organization's information systems function reliably. 3. Oversee the regular testing of information systems and applications and provide advice to avoid any disruptions in business activities. 4. Responsible for the deployment, monitoring, maintenance or development and support of infrastructure and applications based on customer needs. 5. Monitor operational performance and refer system problems to relevant IT professionals to troubleshoot problems. Work complexity and business impact: High individual responsibility of results. Deals with complex IT activities with significant impact in the responsibility area requiring seasoned professional expertise and ability to develop new concepts/systems. Guides and influences others within own area of expertise. Geographical scope: global Typical minimum relevant experience required: 5-8 years, recognized global expert in own field

### Job Profile: IT Support 1

Job Family: Information Technology Group / Information Technology

Summary: Provide daily user support (help desk and/or on-site) 1. Respond to requests for IT assistance in person, via phone, or electronically. 2. Diagnose, troubleshoot and resolve IT hardware and software issues. 3. Advise users on appropriate action based on issues described. 4. Log all help desk interactions, track and route problems and requests and document resolutions. 5. Identify and escalate situations requiring urgent attention and, where required, redirect problems to appropriate resource. Work complexity and business impact: Works independently to complete given tasks, providing daily IT user support for the assigned unit(s). Problems are partly routine-like and more complex problems can be escalated. Close supervision is provided. Geographical scope: mainly national Typical minimum relevant experience required: 1-3 years

### Job Profile: IT Support 2

Job Family: Information Technology Group / Information Technology

Summary: Provide daily user support (help desk and/or on-site) 1. Respond to requests for IT assistance in person, via phone, or electronically. 2. Diagnose, troubleshoot and resolve IT hardware and software issues. 3. Advise users on appropriate action based on issues described. 4. Log all help desk interactions, track and route problems and requests and document resolutions. 5. Identify and escalate situations requiring urgent attention and, where required, redirect problems to appropriate resource. Work complexity and business impact: Works independently to complete given assignments, dealing with complex IT support work for complex equipment and systems. May guide others within own area of expertise. Geographical scope: national/regional Typical minimum relevant experience required: 2-5 years

### Job Profile: IT Systems/Service Manager 1

Job Family: Information Technology Group / Information Technology

Summary: Manage the information systems on own area of responsibility so that they function reliably, meet the organization's business needs, and use the organization's IT resources effectively. 1. Oversee the design, development, and testing of information systems so that they meet the organization's current and future business needs. 2. Liaise with functional managers to develop and maintain electronic data systems /solutions that are appropriate for their business needs, integrated with other systems, and consistent with the organization's overall information systems strategy. 3. Plan, prioritize, and manage the implementation of system upgrades to minimize disruptions to business activities and use the organization's IT resources effectively. 4. Select, and manage ongoing relationships with, external consultants and suppliers (for example, software designers and service vendors) to ensure the organization receives satisfactory standards of service. 5. Lead and develop a team of IT specialists to ensure that the IT strategy of the service area is implemented effectively and within established budgets. Work complexity and business impact: Works independently to complete given assignments and projects (need to plan > 1 year). Deals with normal to moderately complex information systems. Guides and influences others within own area

of expertise, and may supervise a small team. Geographical scope: regional/global Typical minimum relevant experience required: 4-7 years

### Job Profile: IT Systems/Service Manager 2

Job Family: Information Technology Group / Information Technology

Summary: Manage the information systems on own area of responsibility so that they function reliably, meet the organization's business needs, and use the organization's IT resources effectively. 1. Oversee the design, development, and testing of information systems so that they meet the organization's current and future business needs. 2. Liaise with functional managers to develop and maintain electronic data systems /solutions that are appropriate for their business needs, integrated with other systems, and consistent with the organization's overall information systems strategy. 3. Plan, prioritize, and manage the implementation of system upgrades to minimize disruptions to business activities and use the organization's IT resources effectively. 4. Select, and manage ongoing relationships with, external consultants and suppliers (for example, software designers and service vendors) to ensure the organization receives satisfactory standards of service. 5. Lead and develop a team of IT specialists to ensure that the IT strategy of the service area is implemented effectively and within established budgets. Work complexity and business impact: Works independently to complete given assignments and projects (need to plan > 1 year), dealing with demanding information systems and providing senior level expertise. Guides and influences others within own area of expertise. May supervise a team or has a global virtual team to coordinate. Geographical scope: regional /global Typical minimum relevant experience required: 5-8 years

### Job Profile: IT Systems/Service Manager 3

Job Family: Information Technology Group / Information Technology

Summary: Manage the information systems on own area of responsibility so that they function reliably, meet the organization's business needs, and use the organization's IT resources effectively. 1. Oversee the design, development, and testing of information systems so that they meet the organization's current and future business needs. 2. Liaise with functional managers to develop and maintain electronic data systems /solutions that are appropriate for their business needs, integrated with other systems, and consistent with the organization's overall information systems strategy. 3. Plan, prioritize, and manage the implementation of system upgrades to minimize disruptions to business activities and use the organization's IT resources effectively. 4. Select, and manage ongoing relationships with, external consultants and suppliers (for example, software designers and service vendors) to ensure the organization receives satisfactory standards of service. 5. Lead and develop a team of IT specialists to ensure that the IT strategy of the service area is implemented effectively and within established budgets. Work complexity and business impact: High individual responsibility of results. Deals with complex and large information systems that have high impact on the current and future products and/or services. Leads, guides and influences others when needed. Geographical scope: global Typical minimum relevant experience required: 7-10 years, recognized global expert in own field

### Job Profile: Legal Counsel 1

Job Family: Legal Group / Legal

Summary: Responsible for the delivery and administration of legal services to protect organization's reputation and business interests and ensure it complies with all relevant laws and regulations. 1. Evaluate the organization's current or proposed activities, policies and business practices and transactions to ensure that they comply with all relevant laws and regulations. 2. Contribute to decision-making to develop and implement a legal policies and practices that align with the current and long-term business objectives. 3. Develop a network of legal partners and manage relationships to ensure Valmet's interests are well-represented. 4. May lead, direct, evaluate and develop professional legal staff to ensure that the legal activities are conducted accurately, ethically and according to business guidelines. 5. Provide legal support and counsel to managers. Work complexity and business impact: Works independently to complete given assignments, dealing with legal activities for an assigned unit. May guide others within own area of expertise. Geographical scope: national/regional Typical minimum relevant experience required: 4-7 years

### Job Profile: Legal Counsel 2

Job Family: Legal Group / Legal

Summary: Responsible for the delivery and administration of legal services to protect organization's reputation and business interests and ensure it complies with all relevant laws and regulations. 1. Evaluate the organization's current or proposed activities, policies and business practices and transactions to ensure that they comply with all relevant laws and regulations. 2. Contribute to decision-making to develop and implement a legal policies and practices that align with the current and long-term business objectives. 3. Develop a network of legal partners and manage relationships to ensure Valmet's interests are well-represented. 4. May lead, direct, evaluate and develop professional

legal staff to ensure that the legal activities are conducted accurately, ethically and according to business guidelines5. Provide legal support and counsel to managers. Work complexity and business impact: Works independently to complete given assignments and projects, dealing with demanding legal activities for assigned unit(s). Guides and influences others within own area of expertise. May supervise a team of specialists.Geographical scope: national/regionalTypical minimum relevant experience required: 5-8 years

### Job Profile: Legal Counsel 3

Job Family: Legal Group / Legal

Summary: Responsible for the delivery and administration of legal services to protect organization's reputation and business interests and ensure it complies with all relevant laws and regulations. 1. Evaluate the organization's current or proposed activities, policies and business practices and transactions to ensure that they comply with all relevant laws and regulations2. Contribute to decision-making to develop and implement a legal policies and practices that align with the current and long-term business objectives3. Develop a network of legal partners and manage relationships to ensure Valmet's interests are well-represented4. May lead, direct, evaluate and develop professional legal staff to ensure that the legal activities are conducted accurately, ethically and according to business guidelines5. Provide legal support and counsel to managers. Work complexity and business impact: High individual responsibility of results. Deals with complex legal activities for a major unit. Leads, guides and influences others when needed.Geographical scope: regional/globalTypical minimum relevant experience required: 7-10 years

### Job Profile: Logistics Coordinator 1

Job Family: Procurement & Logistics Group / Logistics

Summary: Responsible for arranging timely, secure, and cost-effective shipping / transportation /forwarding of products and materials according to agreed guidelines. 1. Arrange logistics solutions; coordinate with forwarders, define the most appropriate means of transport, prepare shipping documents, and prepared handle customs declaration.2. Research, identify, and obtain, the permits, licenses, and certificates that are required for customs clearance. 3. Communicate with external organizations (for example customs authorities or shipping agents) to verify customs requirements and negotiate shipping costs and times.4. Support the transportation negotiations by providing cost and route analyses, and route alternatives.5. Respond to routine internal and customer enquires on delivery times and the status of shipments and orders so that enquiries are dealt with promptly and accurately. Work complexity and business impact: Works independently to complete given tasks, responding to standard enquires. Job is highly based on routines. Close supervision is provided when needed.Geographical scope: local /nationalTypical minimum relevant experience required: 1-3 years

### Job Profile: Logistics Coordinator 2

Job Family: Procurement & Logistics Group / Logistics

Summary: Responsible for arranging timely, secure, and cost-effective shipping / transportation /forwarding of products and materials according to agreed guidelines. 1. Arrange logistics solutions; coordinate with forwarders, define the most appropriate means of transport, prepare shipping documents, and prepared handle customs declaration.2. Research, identify, and obtain, the permits, licenses, and certificates that are required for customs clearance. 3. Communicate with external organizations (for example customs authorities or shipping agents) to verify customs requirements and negotiate shipping costs and times.4. Support the transportation negotiations by providing cost and route analyses, and route alternatives.5. Respond to routine internal and customer enquires on delivery times and the status of shipments and orders so that enquiries are dealt with promptly and accurately. Work complexity and business impact: Works independently to complete given assignments, carrying out day-to-day logistics coordination activities responding to enquires that may require some initiative. Analyses and improves current ways of working. Guides and influences others within own area of expertise.Geographical scope: local /nationalTypical minimum relevant experience required: 2-5 years

### Job Profile: Logistics Engineer 1

Job Family: Procurement & Logistics Group / Logistics

Summary: Provide technical or process development activities to develop material management activities, such as logistics, warehousing or purchasing 1. Develop and carry out logistics activities to meet business needs2. Analyze current performance and propose improvements3. Understand the business requirements for material management activities, identify the risks, and implement the processes to achieve the objectives. 4. Provide coaching and training within own responsibility area. Work complexity and business impact: Works independently to complete given tasks and activities, solving daily operational engineering issues and focusing on basic engineering. Close supervision is provided when needed, job is mainly performed according to defined processes or work methods.Geographical

scope: mainly national Typical minimum relevant experience required: less than 3 years, represents the typical entry level position

## Job Profile: Logistics Engineer 2

Job Family: Procurement & Logistics Group / Logistics

Summary: Provide technical or process development activities to develop material management activities, such as logistics, warehousing or purchasing 1. Develop and carry out logistics activities to meet business needs 2. Analyze current performance and propose improvements 3. Understand the business requirements for material management activities, identify the risks, and implement the processes to achieve the objectives. 4. Provide coaching and training within own responsibility area. Work complexity and business impact: Works independently to complete given assignments and projects, carrying out day-to-day engineering and development activities. Analyses and improves current ways of working. Influences and guides others within own area of expertise. Geographical scope: national/regional Typical minimum relevant experience required: 2-5 years

## Job Profile: Logistics Manager 1

Job Family: Procurement & Logistics Group / Logistics

Summary: Responsible for optimizing the transportation and distribution of raw materials and finish products. 1. Develop, implement, and monitor all logistics management activities efficiently, including both inbound and outbound logistics and factory-to-factory logistics. 2. Manage logistics activities and resourcing to maximize the efficiency, reliability, timeliness, and cost effectiveness of the organization's supply chain. 3. Develop and implement logistics operation plans, schedules and procedures. 4. Select and manage ongoing relationships with major service providers (for example transport and forwarding companies) to minimize costs and ensure the organization receives satisfactory standards of service. 5. Effectively manage and develop own team knowledge, skills and performance. Work complexity and business impact: Works independently to complete given assignments, developing and implementing operational logistics management activities within set guidelines for a single site or project. Typically supervises a small team of logistics personnel. Geographical scope: local Typical minimum relevant experience required: 4-7 years

## Job Profile: Logistics Manager 2

Job Family: Procurement & Logistics Group / Logistics

Summary: Responsible for optimizing the transportation and distribution of raw materials and finish products. 1. Develop, implement, and monitor all logistics management activities efficiently, including both inbound and outbound logistics and factory-to-factory logistics. 2. Manage logistics activities and resourcing to maximize the efficiency, reliability, timeliness, and cost effectiveness of the organization's supply chain. 3. Develop and implement logistics operation plans, schedules and procedures. 4. Select and manage ongoing relationships with major service providers (for example transport and forwarding companies) to minimize costs and ensure the organization receives satisfactory standards of service. 5. Effectively manage and develop own team knowledge, skills and performance. Work complexity and business impact: Manages a team of logistic personnel to ensure efficient logistic solutions. Develops and implements tactical logistics management activities, across multiple sites within a country or for a single large site, that have considerable impact on the business unit. Geographical scope: national/sub-regional Typical minimum relevant experience required: 5-8 years

## Job Profile: Logistics Manager 3

Job Family: Procurement & Logistics Group / Logistics

Summary: Responsible for optimizing the transportation and distribution of raw materials and finish products. 1. Develop, implement, and monitor all logistics management activities efficiently, including both inbound and outbound logistics and factory-to-factory logistics. 2. Manage logistics activities and resourcing to maximize the efficiency, reliability, timeliness, and cost effectiveness of the organization's supply chain. 3. Develop and implement logistics operation plans, schedules and procedures. 4. Select and manage ongoing relationships with major service providers (for example transport and forwarding companies) to minimize costs and ensure the organization receives satisfactory standards of service. 5. Effectively manage and develop own team knowledge, skills and performance. Work complexity and business impact: Leads a large team of logistics personnel to ensure efficient logistics solutions. Develops and implements senior-level complex logistics management activities, within a large site or across multiple countries, that have a significant impact on the business. Geographical scope: regional/global Typical minimum relevant experience required: 7-10 years

## Job Profile: Logistics Supervisor 1

Job Family: Procurement & Logistics Group / Logistics

Summary: Supervise logistics operations in accordance with plant policies and procedures. Ensure smooth flow of products and materials. 1. Provide day-to-day supervision of a small group of logistics personnel, and perform the most complex logistics processes and activities (troubleshooting).2. Supervise staff to ensure that all logistics activities are operated safely and according to regulation and legislation.3. Prioritize and assign tasks to ensure that the team's resources are used effectively and that work schedules and targets are met. 4. Recommend and introduce improvements in current processes and systems. Work complexity and business impact: Supervises and monitors day-to-day logistics operations of a small team of up to 15 employees.Geographical scope: mainly nationalTypical minimum relevant experience required: 1-3 years

### Job Profile: Logistics Supervisor 2

Job Family: Procurement & Logistics Group / Logistics

Summary: Supervise logistics operations in accordance with plant policies and procedures. Ensure smooth flow of products and materials. 1. Provide day-to-day supervision of a small group of logistics personnel, and perform the most complex logistics processes and activities (troubleshooting).2. Supervise staff to ensure that all logistics activities are operated safely and according to regulation and legislation.3. Prioritize and assign tasks to ensure that the team's resources are used effectively and that work schedules and targets are met. 4. Recommend and introduce improvements in current processes and systems. Work complexity and business impact: Supervises and monitors day-to-day logistics operations of a complex, large team of more than 15 employees.Geographical scope: mainly nationalTypical minimum relevant experience required: 2-5 years

### Job Profile: Maintenance Engineer 1

Job Family: Operations & Manufacturing Group / Maintenance

Summary: Responsible for implementing the inspection and maintenance processes to ensure good performance condition of main equipments 1. Plan and schedule maintenance work, execute complex maintenance activities, and arrange for rescheduling for any unplanned work.2. Diagnose breakdown problems and carry out quality inspections on jobs. 3. Design maintenance strategies, procedures and methods to help with installation and commissioning guidelines.4. Control maintenance tools, stores and equipment and arrange for specialist procurement of fixtures, fittings or components. 5. May supervise work of, or provide training to maintenance technicians. Work complexity and business impact: Works independently to complete given tasks and activities, solving daily maintenance issues. Close supervision is provided when needed, job is mainly performed according to defined processes or work methods.Geographical scope: mainly national Typical minimum relevant experience required: less than 3 years, represents the typical entry level position

### Job Profile: Maintenance Engineer 1 (BC)

Job Family: Operations & Manufacturing Group / Maintenance

Summary: Responsible for implementing the inspection and maintenance processes to ensure good performance condition of main equipments 1. Plan and schedule maintenance work, execute complex maintenance activities, and arrange for rescheduling for any unplanned work.2. Diagnose breakdown problems and carry out quality inspections on jobs. 3. Design maintenance strategies, procedures and methods to help with installation and commissioning guidelines.4. Control maintenance tools, stores and equipment and arrange for specialist procurement of fixtures, fittings or components. 5. May supervise work of, or provide training to maintenance technicians. Work complexity and business impact: Works independently to complete given tasks and activities, solving daily maintenance issues. Close supervision is provided when needed, job is mainly performed according to defined processes or work methods.Geographical scope: mainly national Typical minimum relevant experience required: less than 3 years, represents the typical entry level position

### Job Profile: Maintenance Engineer 2

Job Family: Operations & Manufacturing Group / Maintenance

Summary: Responsible for implementing the inspection and maintenance processes to ensure good performance condition of main equipments 1. Plan and schedule maintenance work, execute complex maintenance activities, and arrange for rescheduling for any unplanned work.2. Diagnose breakdown problems and carry out quality inspections on jobs. 3. Design maintenance strategies, procedures and methods to help with installation and commissioning guidelines.4. Control maintenance tools, stores and equipment and arrange for specialist procurement of fixtures, fittings or components. 5. May supervise work of, or provide training to maintenance technicians. Work complexity and business impact: Works independently to complete given tasks and activities, carrying out day-to-day maintenance activities. Analyses and improves current ways of working. May guide others within own area of expertise. Geographical scope: national/regional Typical minimum relevant experience required: 2-5 years



## Job Profile: Maintenance Manager 1

Job Family: Operations & Manufacturing Group / Maintenance

Summary: Plan, direct, and monitor preventative and corrective maintenance and repair activities so that the organization's buildings, facilities, machinery, and equipment operate reliably 1. Plan, prioritize, schedule, and manage maintenance activities (for example planned maintenance programs, shut-downs, or emergency repairs) to rectify break-downs and malfunctions and minimize business disruptions. 2. Develop and implement repair and maintenance procedures; monitor the cost and effectiveness of activities to optimize resources, prioritize spending, and achieve timeliness, reliability, and safety standards. 3. Research, evaluate, and recommend new maintenance equipment and tools to enhance the capabilities of the maintenance team. 4. Evaluate, select, and manage relationships with external contractors (for example builders, electricians) to minimize costs and ensure the organization receives satisfactory standards of service. 5. Lead, direct, evaluate, and develop maintenance staff so that repair and service activities are completed accurately, safely, and on-time. Work complexity and business impact: Manages routine maintenance activities of a standard small unit/assigned area following procedures and guidelines. Geographical scope: local Typical minimum relevant experience required: 4-7 years

## Job Profile: Maintenance Manager 2

Job Family: Operations & Manufacturing Group / Maintenance

Summary: Plan, direct, and monitor preventative and corrective maintenance and repair activities so that the organization's buildings, facilities, machinery, and equipment operate reliably 1. Plan, prioritize, schedule, and manage maintenance activities (for example planned maintenance programs, shut-downs, or emergency repairs) to rectify break-downs and malfunctions and minimize business disruptions. 2. Develop and implement repair and maintenance procedures; monitor the cost and effectiveness of activities to optimize resources, prioritize spending, and achieve timeliness, reliability, and safety standards. 3. Research, evaluate, and recommend new maintenance equipment and tools to enhance the capabilities of the maintenance team. 4. Evaluate, select, and manage relationships with external contractors (for example builders, electricians) to minimize costs and ensure the organization receives satisfactory standards of service. 5. Lead, direct, evaluate, and develop maintenance staff so that repair and service activities are completed accurately, safely, and on-time. Work complexity and business impact: Manages maintenance activities of a demanding and/or mid-sized unit/assigned area. Uses initiative, experience and own judgment, and provides senior level expertise. Geographical scope: mainly national Typical minimum relevant experience required: 5-8 years

## Job Profile: Maintenance Technician

Job Family: Operations & Manufacturing Group / Maintenance

Summary: Maintain, repair and service production equipment and systems. 1. Perform skilled maintenance and repair services of production facilities, systems and equipment. 2. Interpret blueprints and schematics; implement methods, practices, and techniques of maintaining production facilities, systems and equipment to identify and address recurring problems with machinery, equipment, or parts. 3. Conduct periodic inspections to evaluate requests for repair. Work complexity and business impact: Works independently to complete given tasks and activities, solving daily technical maintenance issues related to processes, machinery, or tools. Close supervision is provided when needed, job is mainly performed according to defined processes or work methods. Geographical scope: mainly national Typical minimum relevant experience required: 1-2 years

## Job Profile: Maintenance Technician (BC)

Job Family: Operations & Manufacturing Group / Maintenance

Summary: Maintain, repair and service production equipment and systems. 1. Perform skilled maintenance and repair services of production facilities, systems and equipment. 2. Interpret blueprints and schematics; implement methods, practices, and techniques of maintaining production facilities, systems and equipment to identify and address recurring problems with machinery, equipment, or parts. 3. Conduct periodic inspections to evaluate requests for repair. Work complexity and business impact: Works independently to complete given tasks and activities, solving daily technical maintenance issues related to processes, machinery, or tools. Close supervision is provided when needed, job is mainly performed according to defined processes or work methods. Geographical scope: mainly national Typical minimum relevant experience required: 1-2 years

## Job Profile: Manager, Project Management 1

Job Family: Project Management Group / Project Management

Summary: Lead and develop a team of project managers and possible other resources to ensure projects are



completed according to plans. 1. Lead, coach and develop project management team(s) within own responsibility area.2. Development and implementation of procedures, compliance and data maintenance according to the Project Management function's operative objectives.3. Responsible for ensuring that both internal and external project delivery obligations are fulfilled and approved by customers.4. Estimating financial outcomes of projects and investments as well as ensuring that financial results meet the targets.5. Ensure that all reference values of project deliveries are met. Work complexity and business impact: Manages the ongoing performance of a small team, and ensures successful execution of small projects that have some impact on business results.Geographical scope: national / regionalTypical minimum relevant experience required: 5-8 years

## Job Profile: Manager, Project Management 2

Job Family: Project Management Group / Project Management

Summary: Lead and develop a team of project managers and possible other resources to ensure projects are completed according to plans. 1. Lead, coach and develop project management team(s) within own responsibility area.2. Development and implementation of procedures, compliance and data maintenance according to the Project Management function's operative objectives.3. Responsible for ensuring that both internal and external project delivery obligations are fulfilled and approved by customers.4. Estimating financial outcomes of projects and investments as well as ensuring that financial results meet the targets.5. Ensure that all reference values of project deliveries are met. Work complexity and business impact: Manages the ongoing performance of a team, and ensures successful execution of demanding projects that have a direct impact on business results.Geographical scope: national / regionalTypical minimum relevant experience required: 7-10 years

## Job Profile: Manufacturing Engineer 1

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Support and develop defined sections of manufacturing to achieve quality, safety and maximum utilization of equipment. 1. Analyze, plan, design, develop, automate, and implement production methods and procedures to manufacture a variety of production quantities from various materials at competitive cost.2. Provide technical shop floor support (including subcontracted production) in the areas of machining, programming, fabrication, finishing test and assembly for the proper set-up and utilization of equipment.3. Troubleshoot day-to-day shop floor problems pertaining to equipment, tools, raw materials, and design. Determine the source of problems and work to resolve them.4. Review new or revised design drawings for manufacturing feasibility, optimum product design, and cost using value analyses and practices of sound industrial economics.5. Execute a variety of projects involving the manufacturing of standard and special products, trial of new methods, equipment and tooling up. Recommend, justify and implement new and/or revised processes to reduce costs and improve productivity. Work complexity and business impact: Works independently to complete given tasks and activities, solving daily basic operational manufacturing issues. Close supervision is provided when needed, job is mainly performed according to defined processes or work methods.Geographical scope: mainly nationalTypical minimum relevant experience required: less than 3 years, represents the typical entry level position

## Job Profile: Manufacturing Engineer 1 (BC)

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Support and develop defined sections of manufacturing to achieve quality, safety and maximum utilization of equipment.

1. Analyze, plan, design, develop, automate, and implement production methods and procedures to manufacture a variety of production quantities from various materials at competitive cost.
2. Provide technical shop floor support (including subcontracted production) in the areas of machining, programming, fabrication, finishing test and assembly for the proper set-up and utilization of equipment.
3. Troubleshoot day-to-day shop floor problems pertaining to equipment, tools, raw materials, and design. Determine the source of problems and work to resolve them.
4. Review new or revised design drawings for manufacturing feasibility, optimum product design, and cost using value analyses and practices of sound industrial economics.
5. Execute a variety of projects involving the manufacturing of standard and special products, trial of new methods, equipment and tooling up. Recommend, justify and implement new and/or revised processes to reduce costs and improve productivity.

Work complexity and business impact: Works independently to complete given tasks and activities, solving daily basic operational manufacturing issues. Close supervision is provided when needed, job is mainly performed according to defined processes or work methods.

Geographical scope: mainly national

Typical minimum relevant experience required: less than 3 years, represents the typical entry level position

## Job Profile: Manufacturing Engineer 2

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Support and develop defined sections of manufacturing to achieve quality, safety and maximum utilization of equipment. 1. Analyze, plan, design, develop, automate, and implement production methods and procedures to manufacture a variety of production quantities from various materials at competitive cost. 2. Provide technical shop floor support (including subcontracted production) in the areas of machining, programming, fabrication, finishing test and assembly for the proper set-up and utilization of equipment. 3. Troubleshoot day-to-day shop floor problems pertaining to equipment, tools, raw materials, and design. Determine the source of problems and work to resolve them. 4. Review new or revised design drawings for manufacturing feasibility, optimum product design, and cost using value analyses and practices of sound industrial economics. 5. Execute a variety of projects involving the manufacturing of standard and special products, trial of new methods, equipment and tooling up. Recommend, justify and implement new and/or revised processes to reduce costs and improve productivity. Work complexity and business impact: Works independently to complete given assignments, carrying out day-to-day manufacturing engineering activities. Analyses and improves current ways of working. May guide others within own area of expertise. Geographical scope: national/regional Typical minimum relevant experience required: 2-5 years

## Job Profile: Manufacturing Engineer 2 (BC)

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Support and develop defined sections of manufacturing to achieve quality, safety and maximum utilization of equipment. 1. Analyze, plan, design, develop, automate, and implement production methods and procedures to manufacture a variety of production quantities from various materials at competitive cost. 2. Provide technical shop floor support (including subcontracted production) in the areas of machining, programming, fabrication, finishing test and assembly for the proper set-up and utilization of equipment. 3. Troubleshoot day-to-day shop floor problems pertaining to equipment, tools, raw materials, and design. Determine the source of problems and work to resolve them. 4. Review new or revised design drawings for manufacturing feasibility, optimum product design, and cost using value analyses and practices of sound industrial economics. 5. Execute a variety of projects involving the manufacturing of standard and special products, trial of new methods, equipment and tooling up. Recommend, justify and implement new and/or revised processes to reduce costs and improve productivity. Work complexity and business impact: Works independently to complete given assignments, carrying out day-to-day manufacturing engineering activities. Analyses and improves current ways of working. May guide others within own area of expertise. Geographical scope: national/regional Typical minimum relevant experience required: 2-5 years

## Job Profile: Marketing Manager 1

Job Family: Marketing & Communications Group / Marketing

Summary: Manage marketing programs and activities so that they meet the organization's short and long-term business objectives. 1. Develop and implement marketing plans for the organization's products/services in order to meet established sales or market share targets. 2. Contribute to the development of an overall marketing plan that is consistent with the organization's long-term objectives. This would include market research, advertising campaigns, and support launching of new products. 3. Monitor, analyze, and evaluate market trends, customer behavior, and competitor activity to identify market opportunities; adjust marketing strategy and plans to meet changing markets and competitive conditions. 4. Select, and manage ongoing relationships with, external vendors and agencies (for example printers, event organizers, graphic designers, advertising agencies, media outlets). 5. Lead, direct, evaluate, and develop a team of marketing professionals. Work complexity and business impact: Works independently to complete given assignments and projects, developing and implementing tactical marketing plans for assigned unit(s). May lead a small team of marketing employees. Geographical scope: national/regional Typical minimum relevant experience required: 5-8 years

## Job Profile: Marketing Manager 2

Job Family: Marketing & Communications Group / Marketing

Summary: Manage marketing programs and activities so that they meet the organization's short and long-term business objectives. 1. Develop and implement marketing plans for the organization's products/services in order to meet established sales or market share targets. 2. Contribute to the development of an overall marketing plan that is consistent with the organization's long-term objectives. This would include market research, advertising campaigns, and support launching of new products. 3. Monitor, analyze, and evaluate market trends, customer behavior, and competitor activity to identify market opportunities; adjust marketing strategy and plans to meet changing markets and competitive conditions. 4. Select, and manage ongoing relationships with, external vendors and agencies (for example printers, event organizers, graphic designers, advertising agencies, media outlets). 5. Lead, direct, evaluate,

and develop a team of marketing professionals. Work complexity and business impact: High individual responsibility of results, developing and implementing demanding strategic marketing plans for a major unit. Leads, guides and influences a team of marketing employees. Geographical scope: regional/global Typical minimum relevant experience required: 7-10 years

### Job Profile: Marketing Specialist 1

Job Family: Marketing & Communications Group / Marketing

Summary: Develop, schedule and execute marketing programs, including product promotion, marketing statistics, and sales channel information. 1. Assist in the development and implementation of innovative, actionable marketing plans. 2. Coordinate impact analyses with research and analytics departments to evaluate the success of campaigns and learn from individual program metrics 3. Maintain relevant marketing statistics for specific product lines and services. 4. Gather and process marketing information and prepare marketing and promotional materials for distribution. 5. Coordinate involvement in conferences, exhibitions and marketing seminars. Work complexity and business impact: Works independently to complete given tasks and activities, carrying out marketing coordination activities. Job is mainly performed according to defined processes or work methods. Close supervision is provided when needed. Geographical scope: mainly national Typical minimum relevant experience required: less than 3 years, represents the typical entry level position

### Job Profile: Marketing Specialist 2

Job Family: Marketing & Communications Group / Marketing

Summary: Develop, schedule and execute marketing programs, including product promotion, marketing statistics, and sales channel information. 1. Assist in the development and implementation of innovative, actionable marketing plans. 2. Coordinate impact analyses with research and analytics departments to evaluate the success of campaigns and learn from individual program metrics 3. Maintain relevant marketing statistics for specific product lines and services. 4. Gather and process marketing information and prepare marketing and promotional materials for distribution. 5. Coordinate involvement in conferences, exhibitions and marketing seminars. Work complexity and business impact: Works independently to complete given assignments, implementing marketing plans. Analyses and improves current ways of working. May guide others within own area of expertise. Geographical scope: national/regional Typical minimum relevant experience required: 2-5 years

### Job Profile: Marketing Specialist 3

Job Family: Marketing & Communications Group / Marketing

Summary: Develop, schedule and execute marketing programs, including product promotion, marketing statistics, and sales channel information. 1. Assist in the development and implementation of innovative, actionable marketing plans. 2. Coordinate impact analyses with research and analytics departments to evaluate the success of campaigns and learn from individual program metrics 3. Maintain relevant marketing statistics for specific product lines and services. 4. Gather and process marketing information and prepare marketing and promotional materials for distribution. 5. Coordinate involvement in conferences, exhibitions and marketing seminars. Work complexity and business impact: Works independently to complete given assignments and projects, contributing to development of and implementing demanding marketing plans. Guides and influences others within own area of expertise. Geographical scope: regional/global Typical minimum relevant experience required: 4-7 years

### Job Profile: Occupational Health Nurse 1

Job Family: Administration Group / Occupational Health and Safety

Summary: Contribute to the health and wellbeing of employees. 1. Provide clinical patient care, such as emergency medical treatment, ongoing treatment, and physical examinations and health evaluations 2. Conduct patient screenings and provide workplace assessments 3. Development and involvement in work and projects relating to health promotion 4. May be involved in developing, running and evaluating rehabilitation and education classes 5. Provide advice to employees about wellness, first aid, ways to avoid injury on the job, good ergonomics, good lifting techniques etc. 6. Instruct patients and care providers in any follow-up care that may be necessary. Work complexity and business impact: Works independently to complete given assignments and projects, providing full range of occupational health nursing services for assigned unit(s). Geographical scope: mainly national Typical minimum relevant experience required: 2-5 years

### Job Profile: Occupational Health Nurse 2

Job Family: Administration Group / Occupational Health and Safety

Summary: Contribute to the health and wellbeing of employees. 1. Provide clinical patient care, such as emergency

medical treatment, ongoing treatment, and physical examinations and health evaluations2. Conduct patient screenings and provide workplace assessments3. Development and involvement in work and projects relating to health promotion4. May be involved in developing , running and evaluating rehabilitation and education classes5. Provide advice to employees about wellness, first aid, ways to avoid injury on the job, good ergonomics, good lifting techniques etc. 6. Instruct patients and care providers in any follow-up care that may be necessary. Work complexity and business impact: Supervises the day-to-day operations of a team of occupational nurses. Coaches team members in skills, and schedules, allocates and monitors work of the team.Geographical scope: mainly nationalTypical minimum relevant experience required: 4-6 years

### Job Profile: Occupational Health Physician 1

Job Family: Administration Group / Occupational Health and Safety

Summary: Responsible for preventive work, protection against occupational diseases, dealing with medical emergencies within the company, daily medical treatment as well as employees' annual medical checks. 1. Lead the services of the Occupational Health Physiotherapy2. Ensure that provided services are in line with scientific principles and current evidence based best practice.3. Development and involvement in work and projects relating to Health Promotion or Rehabilitation. This may involve lead of some projects and working in a cross functional teams.4. To comply with standards and guidelines laid down by authorities (laws etc) and relevant professional bodies 5. To deliver to the health strategies of Valmet. Work complexity and business impact: Works independently to complete given assignments and projects, providing full range of occupational health physician's services for assigned unit(s). Guides and influences others within own area of expertise.Geographical scope: mainly nationalTypical minimum relevant experience required: 5-8 years

### Job Profile: Occupational Health Physician 2

Job Family: Administration Group / Occupational Health and Safety

Summary: Responsible for preventive work, protection against occupational diseases, dealing with medical emergencies within the company, daily medical treatment as well as employees' annual medical checks. 1. Lead the services of the Occupational Health Physiotherapy2. Ensure that provided services are in line with scientific principles and current evidence based best practice.3. Development and involvement in work and projects relating to Health Promotion or Rehabilitation. This may involve lead of some projects and working in a cross functional teams.4. To comply with standards and guidelines laid down by authorities (laws etc) and relevant professional bodies 5. To deliver to the health strategies of Valmet. Work complexity and business impact: Manages operations of assigned occupational health unit(s), and provides physician's services as part of the team.Geographical scope: mainly nationalTypical minimum relevant experience required: 7-10 years

### Job Profile: Office Manager 1

Job Family: Administration Group / Administration

Summary: Manage the day-to-day office administration services to ensure that the organization's administrative needs are met efficiently, reliably, and economically. 1. Lead, direct, evaluate, and develop a team of para-professional staff to ensure that administrative activities are completed on time, according to established standards, and within established budgets.2. Support in local implementation of new functional policies and programs (e.g., roll-out of organization-wide initiatives and programs).3. Evaluate and implement enhancements to function processes, procedures, and personnel to respond to changes as required.4. Select and manage ongoing relationships with external suppliers (e.g. cleaning or equipment vendors) to ensure the organization receives satisfactory standards of service. Work complexity and business impact: Manages the day-to-day office administration operations for an assigned unit with a small team of administration and clerical employees. Coaches team members in skills, and schedules, allocates and monitors work of the team.Geographical scope: mainly nationalTypical minimum relevant experience required: 2-5 years

### Job Profile: Office Manager 2

Job Family: Administration Group / Administration

Summary: Manage the day-to-day office administration services to ensure that the organization's administrative needs are met efficiently, reliably, and economically. 1. Lead, direct, evaluate, and develop a team of para-professional staff to ensure that administrative activities are completed on time, according to established standards, and within established budgets.2. Support in local implementation of new functional policies and programs (e.g., roll-out of organization-wide initiatives and programs).3. Evaluate and implement enhancements to function processes, procedures, and personnel to respond to changes as required.4. Select and manage ongoing relationships with external suppliers (e.g. cleaning or equipment vendors) to ensure the organization receives satisfactory standards of service. Work complexity and business impact: Manages the day-to-day office administration operations for a mid-

sized or large unit with team(s) of administration and clerical employees. Coaches team members in skills, and schedules, allocates and monitors work of the team. Geographical scope: mainly national  
Typical minimum relevant experience required: 4-7 years

### Job Profile: Operations & Manufacturing Worker 1 (BC)

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Manufacture the organization's products according to production specifications and schedules; volume, cost, and wastage targets; and quality standards.

1. Operate machines and production equipment safely and in accordance with instructions.
2. Load materials into production machines in a timely and efficient manner.
3. Remove, pack, and sort raw materials or finished products.
4. Collect, and dispose of garbage and production waste according to the organization's waste removal and recycling policies.
5. Clean production equipment and work areas to ensure adherence to health and safety requirements.

Work complexity and business impact: Work is routine or follows standard procedures. Work is closely supervised.

Communicates information that requires little explanation or interpretation.

Geographical scope: local

Typical minimum relevant experience required: little to no prior knowledge or experience

### Job Profile: Operations & Manufacturing Worker 1 (WC)

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Manufacture the organization's products according to production specifications and schedules; volume, cost, and wastage targets; and quality standards.

1. Operate machines and production equipment safely and in accordance with instructions.
2. Load materials into production machines in a timely and efficient manner.
3. Remove, pack, and sort raw materials or finished products.
4. Collect, and dispose of garbage and production waste according to the organization's waste removal and recycling policies.
5. Clean production equipment and work areas to ensure adherence to health and safety requirements.

Work complexity and business impact: Work is routine or follows standard procedures. Work is closely supervised.

Communicates information that requires little explanation or interpretation.

Geographical scope: local

Typical minimum relevant experience required: little to no prior knowledge or experience

### Job Profile: Operations & Manufacturing Worker 2 (BC)

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Manufacture the organization's products according to production specifications and schedules; volume, cost, and wastage targets; and quality standards.

1. Operate machines and production equipment safely and in accordance with instructions.
2. Load materials into production machines in a timely and efficient manner.
3. Remove, pack, and sort raw materials or finished products.
4. Collect, and dispose of garbage and production waste according to the organization's waste removal and recycling policies.
5. Clean production equipment and work areas to ensure adherence to health and safety requirements.

Work complexity and business impact: Works under moderate supervision. Problems are typically of a routine nature, but may at times require interpretation or deviation from standard procedures. Communicates information that requires some explanation or interpretation.

Geographical scope: local

Typical minimum relevant experience required: 1-3 years. Requires basic knowledge of job procedures and tools obtained through work experience.

### Job Profile: Operations & Manufacturing Worker 2 (WC)

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Manufacture the organization's products according to production specifications and schedules; volume, cost, and wastage targets; and quality standards.

1. Operate machines and production equipment safely and in accordance with instructions.
2. Load materials into production machines in a timely and efficient manner.
3. Remove, pack, and sort raw materials or finished products.



4. Collect, and dispose of garbage and production waste according to the organization's waste removal and recycling policies.

5. Clean production equipment and work areas to ensure adherence to health and safety requirements.

Work complexity and business impact: Works under moderate supervision. Problems are typically of a routine nature, but may at times require interpretation or deviation from standard procedures. Communicates information that requires some explanation or interpretation.

Geographical scope: local

Typical minimum relevant experience required: 1-3 years. Requires basic knowledge of job procedures and tools obtained through work experience.

### Job Profile: Operations & Manufacturing Worker 3 (BC)

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Manufacture the organization's products according to production specifications and schedules; volume, cost, and wastage targets; and quality standards.

1. Operate machines and production equipment safely and in accordance with instructions.
2. Load materials into production machines in a timely and efficient manner.
3. Remove, pack, and sort raw materials or finished products.
4. Collect, and dispose of garbage and production waste according to the organization's waste removal and recycling policies.
5. Clean production equipment and work areas to ensure adherence to health and safety requirements.

Work complexity and business impact: Works under limited supervision for routine situations. Provides assistance and training to lower level employees. Problems are typically non-routine and require analysis to understand.

Geographical scope: local

Typical minimum relevant experience required: 3-5 years. Requires broad knowledge of operational procedures and tools obtained through extensive work experience.

### Job Profile: Operations & Manufacturing Worker 3 (WC)

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Manufacture the organization's products according to production specifications and schedules; volume, cost, and wastage targets; and quality standards.

1. Operate machines and production equipment safely and in accordance with instructions.
2. Load materials into production machines in a timely and efficient manner.
3. Remove, pack, and sort raw materials or finished products.
4. Collect, and dispose of garbage and production waste according to the organization's waste removal and recycling policies.
5. Clean production equipment and work areas to ensure adherence to health and safety requirements.

Work complexity and business impact: Works under limited supervision for routine situations. Provides assistance and training to lower level employees. Problems are typically non-routine and require analysis to understand.

Geographical scope: local

Typical minimum relevant experience required: 3-5 years. Requires broad knowledge of operational procedures and tools obtained through extensive work experience.

### Job Profile: Para-legal Officer

Job Family: Legal Group / Legal

Summary: Provide assistance and support to legal staff in gathering information, researching the law, and preparing legal documents

1. Draft contracts, resolutions, reports, legal correspondence and other documents and tracks litigation.
2. Prepare summaries of findings including legal research and analysis of key issues.
3. Provision of legal advice to other departments in connection with specialist areas.
4. Organize and track case files.

Work complexity and business impact: Works independently to complete given tasks and activities. Follows established procedures and guidelines to conduct day-to-day legal activities. Close supervision is provided when needed.

Geographical scope: national/regional/global

Typical minimum relevant experience required: 4-6 years

### Job Profile: Payroll Clerk 1

Job Family: Human Resources Group / Payroll

Summary: Process the payroll accurately and on time.

1. Process the organization's payroll accurately and on time. Activities may include; accounting; distributing and preparing payments, benefits, taxes, and payroll deductions; calculating overtime, shift payments, sales commissions, and bonuses; maintaining payroll records.
2. Resolve enquiries from employees.
3. Prepare timely reporting for internal purposes and local authorities.
4. May assume



responsibilities as payroll system main user. Work complexity and business impact: Works independently to complete given tasks, performing routine duties and assisting more experienced personnel. Follows established procedures and guidelines. Close supervision is provided. Geographical scope: local /national Typical minimum relevant experience required: less than 2 years, represents the typical entry level position

### Job Profile: Payroll Clerk 2

Job Family: Human Resources Group / Payroll

Summary: Process the payroll accurately and on time. 1. Process the organization's payroll accurately and on time. Activities may include; accounting; distributing and preparing payments, benefits, taxes, and payroll deductions; calculating overtime, shift payments, sales commissions, and bonuses; maintaining payroll records. 2. Resolve enquiries from employees. 3. Prepare timely reporting for internal purposes and local authorities. 4. May assume responsibilities as payroll system main user. Work complexity and business impact: Works independently to complete given tasks, performing varied payroll duties that require initiative, organization and independent judgment in problem solving. Close supervision is provided. Geographical scope: mainly national Typical minimum relevant experience required: 1-3 years

### Job Profile: Payroll Clerk 3

Job Family: Human Resources Group / Payroll

Summary: Process the payroll accurately and on time. 1. Process the organization's payroll accurately and on time. Activities may include; accounting; distributing and preparing payments, benefits, taxes, and payroll deductions; calculating overtime, shift payments, sales commissions, and bonuses; maintaining payroll records. 2. Resolve enquiries from employees. 3. Prepare timely reporting for internal purposes and local authorities. 4. May assume responsibilities as payroll system main user. Work complexity and business impact: Works independently to complete given assignments, undertaking demanding payroll activities. Analyses and improves current ways of working. May guide others within own area of expertise. Geographical scope: mainly national Typical minimum relevant experience required: 2-5 years

### Job Profile: Payroll Manager

Job Family: Human Resources Group / Payroll

Summary: Responsible for the activities related to the processing of payroll, aiming at guaranteeing the correct payment of employees within company parameters and according to current legislation. 1. Coordinate the preparation, documentation and disbursement of all payroll cheques/direct deposits, payroll taxes and employee benefit payments. 2. Manage a team to conduct calculations of overtime, shift payments, sales commissions, and bonuses. 3. Assign tasks to ensure that the team's resources are used effectively. 4. Lead, direct, evaluate, and develop a team of payroll professionals to ensure that payroll activities are conducted effectively and ethically, and comply with the organization's policies and standards as well as relevant regulations and laws. Work complexity and business impact: Manages a team of payroll employees to provide payroll services for assigned unit(s). Coaches team members in skills, and schedules, allocates and monitors work of the team. Geographical scope: mainly national Typical minimum relevant experience required: 4-7 years

### Job Profile: Payroll Supervisor 1

Job Family: Human Resources Group / Payroll

Summary: Coordinate the activities of a team of para-professionals to ensure that the organization's payroll is processed accurately and on time. 1. Coordinate the activities of a team of para-professionals to ensure that the organization's payroll is processed accurately and on time. Activities of the team may include accounting, distributing and preparing payments, benefits, taxes, and payroll deductions; calculating overtime, shift payments, sales commissions, and bonuses; maintaining payroll records. 2. Coach and mentor team members and assign tasks to ensure that the team's resources are used effectively. 3. Respond to more complex, escalated enquiries from team members and check the work of others to ensure that the payroll is processed accurately. Work complexity and business impact: Supervises and monitors day-to-day operations of a small team of payroll clerks within a single site. Geographical scope: mainly national Typical minimum relevant experience required: 2-5 years

### Job Profile: Payroll Supervisor 2

Job Family: Human Resources Group / Payroll

Summary: Coordinate the activities of a team of para-professionals to ensure that the organization's payroll is processed accurately and on time. 1. Coordinate the activities of a team of para-professionals to ensure that the organization's payroll is processed accurately and on time. Activities of the team may include accounting, distributing

and preparing payments, benefits, taxes, and payroll deductions; calculating overtime, shift payments, sales commissions, and bonuses; maintaining payroll records. 2. Coach and mentor team members and assign tasks to ensure that the team's resources are used effectively. 3. Respond to more complex, escalated enquiries from team members and check the work of others to ensure that the payroll is processed accurately. Work complexity and business impact: Manages and controls the day-to-day operations of a mid-sized to large team of payroll clerks. Geographical scope: mainly national Typical minimum relevant experience required: 4-7 years

### Job Profile: Plant Manager 1

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Lead, direct, and control the operation of a single site or multiple sites (or factory, branch, or other facility) to achieve the short and medium-term financial and operating objectives set by the overall corporate business plan.

1. Responsible for establishing operating budgets within specified levels, monitor the cost and effectiveness of manufacturing activities to optimize resources, prioritize spending, and achieve volume, quality, and manufacturing standards. 2. Set, and monitor the performance of the site against standards and targets in areas such as manufacturing efficiency, cost control in both production and products, reliability and availability, legal compliance, capital issues (VIP) and human resource management. 3. Develop and implement a variety of operating policies and procedures (in conjunction with corporate subject matter experts) to ensure that the site meets its current and future production targets and quality standards. 4. Allocate labor and capital resources to maximize productivity and manage costs. 5. Responsible for executing evaluations of possible investments in technology, capital, equipment, systems, or other assets that will enhance the site's production capabilities. 6. Lead, direct, evaluate, and develop a team of functional and operational managers or other professionals to ensure that the site meets its established targets and standards. Work complexity and business impact: Manages a small single site, controlling the operations and finances of the unit and allocating labor and capital resources to maximize productivity. Geographical scope: mainly national Typical minimum relevant experience required: 5-8 years

### Job Profile: Plant Manager 2

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Lead, direct, and control the operation of a single site or multiple sites (or factory, branch, or other facility) to achieve the short and medium-term financial and operating objectives set by the overall corporate business plan.

1. Responsible for establishing operating budgets within specified levels, monitor the cost and effectiveness of manufacturing activities to optimize resources, prioritize spending, and achieve volume, quality, and manufacturing standards. 2. Set, and monitor the performance of the site against standards and targets in areas such as manufacturing efficiency, cost control in both production and products, reliability and availability, legal compliance, capital issues (VIP) and human resource management. 3. Develop and implement a variety of operating policies and procedures (in conjunction with corporate subject matter experts) to ensure that the site meets its current and future production targets and quality standards. 4. Allocate labor and capital resources to maximize productivity and manage costs. 5. Responsible for executing evaluations of possible investments in technology, capital, equipment, systems, or other assets that will enhance the site's production capabilities. 6. Lead, direct, evaluate, and develop a team of functional and operational managers or other professionals to ensure that the site meets its established targets and standards. Work complexity and business impact: Leads a small to medium-sized single site, controlling the operations and finances of the unit and allocating labor and capital resources within a site to maximize productivity. Geographical scope: mainly national Typical minimum relevant experience required: 7-10 years

### Job Profile: Plant Manager 3

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Lead, direct, and control the operation of a single site or multiple sites (or factory, branch, or other facility) to achieve the short and medium-term financial and operating objectives set by the overall corporate business plan.

1. Responsible for establishing operating budgets within specified levels, monitor the cost and effectiveness of manufacturing activities to optimize resources, prioritize spending, and achieve volume, quality, and manufacturing standards. 2. Set, and monitor the performance of the site against standards and targets in areas such as manufacturing efficiency, cost control in both production and products, reliability and availability, legal compliance, capital issues (VIP) and human resource management. 3. Develop and implement a variety of operating policies and procedures (in conjunction with corporate subject matter experts) to ensure that the site meets its current and future production targets and quality standards. 4. Allocate labor and capital resources to maximize productivity and manage costs. 5. Responsible for executing evaluations of possible investments in technology, capital, equipment, systems, or other assets that will enhance the site's production capabilities. 6. Lead, direct, evaluate, and develop a team of functional and operational managers or other professionals to ensure that the site meets its established targets and standards. Work complexity and business impact: Leads multiple sites within a country or manages a medium-sized single site, controlling the operations and finances of these sites and allocating labor and capital

resources within and between the different sites to maximize productivity. Geographical scope: national/subregional Typical minimum relevant experience required: 10 or more years

### Job Profile: Plant Manager 4

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Lead, direct, and control the operation of a single site or multiple sites (or factory, branch, or other facility) to achieve the short and medium-term financial and operating objectives set by the overall corporate business plan.

1. Responsible for establishing operating budgets within specified levels, monitor the cost and effectiveness of manufacturing activities to optimize resources, prioritize spending, and achieve volume, quality, and manufacturing standards. 2. Set, and monitor the performance of the site against standards and targets in areas such as manufacturing efficiency, cost control in both production and products, reliability and availability, legal compliance, capital issues (VIP) and human resource management. 3. Develop and implement a variety of operating policies and procedures (in conjunction with corporate subject matter experts) to ensure that the site meets its current and future production targets and quality standards. 4. Allocate labor and capital resources to maximize productivity and manage costs. 5. Responsible for executing evaluations of possible investments in technology, capital, equipment, systems, or other assets that will enhance the site's production capabilities. 6. Lead, direct, evaluate, and develop a team of functional and operational managers or other professionals to ensure that the site meets its established targets and standards. Work complexity and business impact: Leads multiple sites in different countries or manages a very large complex single site, controlling the operations and finances of these sites and allocating labor and capital resources within and between the different sites to maximize productivity. Geographical scope: regional Typical minimum relevant experience required: 12 or more years

### Job Profile: Process Development Manager 1

Job Family: Quality & HSE Group / Quality and Operational Excellence

Summary: Manage and lead work of process development specialists to ensure improved process performance across various functions within Valmet 1. Liaise with management across different functions, such as production, supply chain and sales to identify key development areas. 2. Lead and monitor cross-functional process development projects and initiatives to ensure actions lead to desired business results. 3. Analyze business needs, resource needs, and internal demand for process development, and prioritize development activities. 4. Manage own team effectively, including recruitment, management of performance, and planning for succession. Work complexity and business impact: Manages a team of process development specialists in a single location. Responsible for the process development activities within a small to medium sized unit. Geographical scope: mainly national Typical minimum relevant experience required: 4-7 years

### Job Profile: Process Development Manager 2

Job Family: Quality & HSE Group / Quality and Operational Excellence

Summary: Manage and lead work of process development specialists to ensure improved process performance across various functions within Valmet 1. Liaise with management across different functions, such as production, supply chain and sales to identify key development areas. 2. Lead and monitor cross-functional process development projects and initiatives to ensure actions lead to desired business results. 3. Analyze business needs, resource needs, and internal demand for process development, and prioritize development activities. 4. Manage own team effectively, including recruitment, management of performance, and planning for succession. Work complexity and business impact: Manages a team of process development specialists in a single site or across several sites. Responsible for managing demanding cross-functional process development initiatives within a large business unit or business line. Geographical scope: national/regional/global Typical minimum relevant experience required: 5-8 years

### Job Profile: Process Development Manager 3

Job Family: Quality & HSE Group / Quality and Operational Excellence

Summary: Manage and lead work of process development specialists to ensure improved process performance across various functions within Valmet 1. Liaise with management across different functions, such as production, supply chain and sales to identify key development areas. 2. Lead and monitor cross-functional process development projects and initiatives to ensure actions lead to desired business results. 3. Analyze business needs, resource needs, and internal demand for process development, and prioritize development activities. 4. Manage own team effectively, including recruitment, management of performance, and planning for succession. Work complexity and business impact: Manages a team of process development specialists in a single site or across several sites. Responsible for dealing complex senior level cross-functional process development initiatives, within a business line, that have large impact on business results. Geographical scope: regional/global Typical minimum relevant experience required: 7-10 years

## Job Profile: Process Development Specialist 1

Job Family: Quality & HSE Group / Quality and Operational Excellence

Summary: Carry out process development activities and projects to ensure improved process performance across various functions within Valmet 1. Liaise with process owners across different functions, such as production, supply chain and sales, to identify key development areas within current ways of working.2. Manage cross-functional process development activities and projects to ensure actions lead to desired business results.3. Proactively support process improvement network and process owners in development activities.4. Provide coaching and training within own responsibility area. Work complexity and business impact: Works independently to complete given tasks and activities, performing standard process development activities and contributing to larger development projects and end results. Close supervision is provided when needed, job is mainly performed according to defined processes or work methods.Geographical scope: mainly national Typical minimum relevant experience required: less than 3 years, represents the typical entry level position

## Job Profile: Process Development Specialist 2

Job Family: Quality & HSE Group / Quality and Operational Excellence

Summary: Carry out process development activities and projects to ensure improved process performance across various functions within Valmet 1. Liaise with process owners across different functions, such as production, supply chain and sales, to identify key development areas within current ways of working.2. Manage cross-functional process development activities and projects to ensure actions lead to desired business results.3. Proactively support process improvement network and process owners in development activities.4. Provide coaching and training within own responsibility area. Work complexity and business impact: Works independently to complete given assignments, carrying out process development activities and projects of medium complexity. Challenges current ways of working, and has a direct impact on achieving results. Influences and guides others within own area of expertise.Geographical scope: national /regional Typical minimum relevant experience required: 2-5 years

## Job Profile: Process Development Specialist 3

Job Family: Quality & HSE Group / Quality and Operational Excellence

Summary: Carry out process development activities and projects to ensure improved process performance across various functions within Valmet 1. Liaise with process owners across different functions, such as production, supply chain and sales, to identify key development areas within current ways of working.2. Manage cross-functional process development activities and projects to ensure actions lead to desired business results.3. Proactively support process improvement network and process owners in development activities.4. Provide coaching and training within own responsibility area. Work complexity and business impact: Works independently to complete given assignments and projects, dealing with demanding process development projects. Provides senior level development expertise across functions, and has a direct impact on achieving results. Guides and influences others within own area of expertise.Geographical scope: regional /global Typical minimum relevant experience required: 4-7 years, recognized global expert in own field

## Job Profile: Process Development Specialist 4

Job Family: Quality & HSE Group / Quality and Operational Excellence

Summary: Carry out process development activities and projects to ensure improved process performance across various functions within Valmet 1. Liaise with process owners across different functions, such as production, supply chain and sales, to identify key development areas within current ways of working.2. Manage cross-functional process development activities and projects to ensure actions lead to desired business results.3. Proactively support process improvement network and process owners in development activities.4. Provide coaching and training within own responsibility area. Work complexity and business impact: High individual responsibility of results, dealing with complex senior level process development projects that have a significant impact on financial results of unit in question. Leads, guides and influences others.Geographical scope: global Typical minimum relevant experience required: 5-8 years, recognized global expert in own field

## Job Profile: Procurement Engineer 1

Job Family: Procurement & Logistics Group / Purchasing

Summary: Responsible for procurement activities to ensure goods and materials are sourced, purchased, and received according to plans and specifications 1. Liaise with project management, production or other function to specify the need for procurement activities2. Conduct supplier mapping and sourcing activities to ensure supplier market knowledge and supplier relations meet Valmet needs. 3. Execute timely purchasing of relevant materials

according to plans and specifications.4. Execute needed logistic and transportation solutions 5. Actively monitor and manage supplier deliveries (quality and schedule). Work complexity and business impact: Works independently to complete given tasks and activities, dealing with standard, basic project or production related procurement. Follows procedures to complete procurement activities. Close supervision is provided when needed.Geographical scope: mainly nationalTypical minimum relevant experience required: less than 3 years, represents the typical entry level position

## Job Profile: Procurement Engineer 2

Job Family: Procurement & Logistics Group / Purchasing

Summary: Responsible for procurement activities to ensure goods and materials are sourced, purchased, and received according to plans and specifications 1. Liaise with project management, production or other function to specify the need for procurement activities2. Conduct supplier mapping and sourcing activities to ensure supplier market knowledge and supplier relations meet Valmet needs. 3. Execute timely purchasing of relevant materials according to plans and specifications.4. Execute needed logistic and transportation solutions 5. Actively monitor and manage supplier deliveries (quality and schedule). Work complexity and business impact: Works independently to complete given assignments, analyzing and dealing with demanding project or production related procurement. May guide others within own area of expertise.Geographical scope: national/regionalTypical minimum relevant experience required: 2-5 years

## Job Profile: Procurement Engineer 3

Job Family: Procurement & Logistics Group / Purchasing

Summary: Responsible for procurement activities to ensure goods and materials are sourced, purchased, and received according to plans and specifications 1. Liaise with project management, production or other function to specify the need for procurement activities2. Conduct supplier mapping and sourcing activities to ensure supplier market knowledge and supplier relations meet Valmet needs. 3. Execute timely purchasing of relevant materials according to plans and specifications.4. Execute needed logistic and transportation solutions 5. Actively monitor and manage supplier deliveries (quality and schedule). Work complexity and business impact: Works independently to complete given assignments and projects, dealing with demanding and sometimes complex procurement activities that may require significant planning and negotiations. Guides and influences others within own area of expertise.Geographical scope: regional /globalTypical minimum relevant experience required: 4-7 years

## Job Profile: Procurement Manager 1

Job Family: Procurement & Logistics Group / Purchasing

Summary: Plan, direct and monitor performance of procurement team to ensure goods and materials are sourced, purchased, and received according to business needs 1. Liaise with project management, production or other function to specify the need for procurement solutions2. Responsible for supplier mapping and sourcing activities to ensure sufficient supplier market knowledge and manage supplier relations3. Ensure purchasing of relevant materials according to business needs.4. Ensure needed logistic and transportation solutions 5. Effectively manage own team, recognizing performance, identifying development activities. Work complexity and business impact: Works independently to complete given assignments. Typically supervises a small team of procurement personnel. Responsible for local procurement activities for a small unit/project.Geographical scope: national / regionalTypical minimum relevant experience required: 4-7 years

## Job Profile: Procurement Manager 2

Job Family: Procurement & Logistics Group / Purchasing

Summary: Plan, direct and monitor performance of procurement team to ensure goods and materials are sourced, purchased, and received according to business needs 1. Liaise with project management, production or other function to specify the need for procurement solutions2. Responsible for supplier mapping and sourcing activities to ensure sufficient supplier market knowledge and manage supplier relations3. Ensure purchasing of relevant materials according to business needs.4. Ensure needed logistic and transportation solutions 5. Effectively manage own team, recognizing performance, identifying development activities. Work complexity and business impact: Manages a team of procurement personnel to ensure efficient procurement activities. Responsible for procurement activities for a medium sized unit/project.Geographical scope: national/ regional /globalTypical minimum relevant experience required: 5-8 years

## Job Profile: Procurement Manager 3

Job Family: Procurement & Logistics Group / Purchasing



Summary: Plan, direct and monitor performance of procurement team to ensure goods and materials are sourced, purchased, and received according to business needs 1. Liaise with project management, production or other function to specify the need for procurement solutions 2. Responsible for supplier mapping and sourcing activities to ensure sufficient supplier market knowledge and manage supplier relations 3. Ensure purchasing of relevant materials according to business needs. 4. Ensure needed logistic and transportation solutions 5. Effectively manage own team, recognizing performance, identifying development activities. Work complexity and business impact: Leads a team of procurement personnel to ensure efficient procurement solutions. Responsible for providing procurement solutions for a large unit/project requiring complex procurement arrangements. Has a high impact on results. Geographical scope: national/regional/global Typical minimum relevant experience required: 7-10 years

### Job Profile: Product / Business Manager 1

Job Family: Engineering Group / Engineering

Summary: Responsible for managing the commercial aspects of a specific product group(s) of the company 1. Develop and implement the strategic plan for the specific product/product group, and create and maintain the business case for the product/product group 2. Gather requirements from prospects, evaluators and customers, and use those inputs to lead product development plans 3. Act as a product specialist point of contact for Sales and Marketing and operations and manufacturing 4. Liaise with sales and marketing to design product launches, sales campaigns and sales collateral for the product/service that are effective and appropriate for the target audience. Work complexity and business impact: Works independently to complete given assignments. Administers tactical programs of the assigned product(s) and contributes in the development of overall product plans. Influences and guides others within own area of expertise. Geographical scope: regional Typical minimum relevant experience required: 2-5 years

### Job Profile: Product / Business Manager 2

Job Family: Engineering Group / Engineering

Summary: Responsible for managing the commercial aspects of a specific product group(s) of the company 1. Develop and implement the strategic plan for the specific product/product group, and create and maintain the business case for the product/product group 2. Gather requirements from prospects, evaluators and customers, and use those inputs to lead product development plans 3. Act as a product specialist point of contact for Sales and Marketing and operations and manufacturing 4. Liaise with sales and marketing to design product launches, sales campaigns and sales collateral for the product/service that are effective and appropriate for the target audience. Work complexity and business impact: Works independently to complete given assignments and projects. Proposes, implements, and monitors product plans to achieve sales and profit objectives for allocated standard products/product groups. Guides and influences others within own area of expertise. Geographical scope: regional / global Typical minimum relevant experience required: 4-7 years

### Job Profile: Product / Business Manager 3

Job Family: Engineering Group / Engineering

Summary: Responsible for managing the commercial aspects of a specific product group(s) of the company 1. Develop and implement the strategic plan for the specific product/product group, and create and maintain the business case for the product/product group 2. Gather requirements from prospects, evaluators and customers, and use those inputs to lead product development plans 3. Act as a product specialist point of contact for Sales and Marketing and operations and manufacturing 4. Liaise with sales and marketing to design product launches, sales campaigns and sales collateral for the product/service that are effective and appropriate for the target audience. Work complexity and business impact: Works independently, or may lead small team, to complete given assignments and projects. Implements strategic plans, maintains business case for one or more products/product groups, and provides senior level expertise. Guides and influences others within own area of expertise. Geographical scope: regional / global Typical minimum relevant experience required: 5-8 years

### Job Profile: Product / Business Manager 4

Job Family: Engineering Group / Engineering

Summary: Responsible for managing the commercial aspects of a specific product group(s) of the company 1. Develop and implement the strategic plan for the specific product/product group, and create and maintain the business case for the product/product group 2. Gather requirements from prospects, evaluators and customers, and use those inputs to lead product development plans 3. Act as a product specialist point of contact for Sales and Marketing and operations and manufacturing 4. Liaise with sales and marketing to design product launches, sales campaigns and sales collateral for the product/service that are effective and appropriate for the target audience. Work complexity and business impact: High individual responsibility of results. Implements strategic plans and maintains



business case for one or more complex products/product groups. Leads, guides and influences others when needed. Geographical scope: global Typical minimum relevant experience required: 7-10 years

### Job Profile: Product Development Engineer 1

Job Family: Engineering Group / Engineering

Summary: Carry out product (or process /system) development activities, design changes, prepare layout drawings, and cost studies to ensure competitive product and solutions 1. Develop new designs or adaptations to designs and designs changes, to meet customer requirements and/or general manufacturing updates. 2. Monitor, analyze and evaluate product/process/system performance and customer feedback to generate new product ideas, identify product/service features that need to be changed to meet customer needs, and liaise with other areas of the organization (for example production, research and development) to implement these changes. May coordinate and oversee subcontracted engineering work. 3. Prepare complex sketches and completes detail and layout drawings including detailing, redrawing, lettering, and tracing of drawings. 4. Develop layouts and components of products based on product design. 5. Ensure that the quality of a product/process/system aligns with the organization's quality standards as well as regulatory quality requirements. Work complexity and business impact: Works independently to complete given tasks and activities, solving daily product development issues and focusing on basic product development activities. Job is mainly performed according to defined processes or work methods. Close supervision is provided when needed. Geographical scope: mainly national Typical minimum relevant experience required: less than 3 years, represents the typical entry level position

### Job Profile: Product Development Engineer 2

Job Family: Engineering Group / Engineering

Summary: Carry out product (or process /system) development activities, design changes, prepare layout drawings, and cost studies to ensure competitive product and solutions 1. Develop new designs or adaptations to designs and designs changes, to meet customer requirements and/or general manufacturing updates. 2. Monitor, analyze and evaluate product/process/system performance and customer feedback to generate new product ideas, identify product/service features that need to be changed to meet customer needs, and liaise with other areas of the organization (for example production, research and development) to implement these changes. May coordinate and oversee subcontracted engineering work. 3. Prepare complex sketches and completes detail and layout drawings including detailing, redrawing, lettering, and tracing of drawings. 4. Develop layouts and components of products based on product design. 5. Ensure that the quality of a product/process/system aligns with the organization's quality standards as well as regulatory quality requirements. Work complexity and business impact: Works independently to complete given assignments, carrying out day-to-day product development activities. Analyses and improves current ways of working. Influences and guides others within own area of expertise. Geographical scope: national/regional Typical minimum relevant experience required: 2-5 years

### Job Profile: Product Development Engineer 3

Job Family: Engineering Group / Engineering

Summary: Carry out product (or process /system) development activities, design changes, prepare layout drawings, and cost studies to ensure competitive product and solutions 1. Develop new designs or adaptations to designs and designs changes, to meet customer requirements and/or general manufacturing updates. 2. Monitor, analyze and evaluate product/process/system performance and customer feedback to generate new product ideas, identify product/service features that need to be changed to meet customer needs, and liaise with other areas of the organization (for example production, research and development) to implement these changes. May coordinate and oversee subcontracted engineering work. 3. Prepare complex sketches and completes detail and layout drawings including detailing, redrawing, lettering, and tracing of drawings. 4. Develop layouts and components of products based on product design. 5. Ensure that the quality of a product/process/system aligns with the organization's quality standards as well as regulatory quality requirements. Work complexity and business impact: Works independently to complete given assignments and projects, dealing with demanding product development activities and provides senior level expertise. Guides and influences others within own area of expertise. Geographical scope: regional /global Typical minimum relevant experience required: 4-7 years, recognized global expert in own field

### Job Profile: Product Development Engineer 4

Job Family: Engineering Group / Engineering

Summary: Carry out product (or process /system) development activities, design changes, prepare layout drawings, and cost studies to ensure competitive product and solutions 1. Develop new designs or adaptations to designs and designs changes, to meet customer requirements and/or general manufacturing updates. 2. Monitor, analyze and evaluate product/process/system performance and customer feedback to generate new product ideas, identify

product/service features that need to be changed to meet customer needs, and liaise with other areas of the organization (for example production, research and development) to implement these changes. May coordinate and oversee subcontracted engineering work.3. Prepare complex sketches and completes detail and layout drawings including detailing, redrawing, lettering, and tracing of drawings.4. Develop layouts and components of products based on product design.5. Ensure that the quality of a product/process/system aligns with the organization's quality standards as well as regulatory quality requirements. Work complexity and business impact: High individual responsibility of results. Deals with complex senior level engineering and/or development activities and projects that have a large impact on the current and future products and/or services. Leads (without managerial authority), guides and influences others when needed.Geographical scope: globalTypical minimum relevant experience required: 5-8, recognized global expert in own field

### Job Profile: Product Development Manager 1

Job Family: Engineering Group / Engineering

Summary: Directs team activities, through subordinates, to design new products, modify existing designs, improve production techniques, and develop test procedures. 1. Manage the product development operations for a product or product line, ensuring all product development activities are completed against time and quality targets.2. Liaise with management, production and marketing staff to determine design feasibility, cost effectiveness, and customer demand for new and existing products. 3. Analyze technology trends and market demand to plan projects. 4. Responsible for budgets, forecasting operating costs of team and subcontracted work, and directing preparation of budget requests and managing team performance against these numbers. 5. Manage own team effectively, including recruitment, management of performance and reward issues and planning for succession. Work complexity and business impact: Responsible for the day-to-day product development activities of a small team of engineers. Analyses and improves current ways of working.Geographical scope: mainly nationalTypical minimum relevant experience required: 4-7 years

### Job Profile: Product Development Manager 2

Job Family: Engineering Group / Engineering

Summary: Directs team activities, through subordinates, to design new products, modify existing designs, improve production techniques, and develop test procedures. 1. Manage the product development operations for a product or product line, ensuring all product development activities are completed against time and quality targets.2. Liaise with management, production and marketing staff to determine design feasibility, cost effectiveness, and customer demand for new and existing products. 3. Analyze technology trends and market demand to plan projects. 4. Responsible for budgets, forecasting operating costs of team and subcontracted work, and directing preparation of budget requests and managing team performance against these numbers. 5. Manage own team effectively, including recruitment, management of performance and reward issues and planning for succession. Work complexity and business impact: Responsible for managing demanding product development activities for a mid-sized team of engineers in one site or a number of small teams in multiple sites.Geographical scope: subregional/regionalTypical minimum relevant experience required: 5-8 years

### Job Profile: Product Development Manager 3

Job Family: Engineering Group / Engineering

Summary: Directs team activities, through subordinates, to design new products, modify existing designs, improve production techniques, and develop test procedures. 1. Manage the product development operations for a product or product line, ensuring all product development activities are completed against time and quality targets.2. Liaise with management, production and marketing staff to determine design feasibility, cost effectiveness, and customer demand for new and existing products. 3. Analyze technology trends and market demand to plan projects. 4. Responsible for budgets, forecasting operating costs of team and subcontracted work, and directing preparation of budget requests and managing team performance against these numbers. 5. Manage own team effectively, including recruitment, management of performance and reward issues and planning for succession. Work complexity and business impact: Leads a large team of product development employees or multiple teams across different countries. Responsible for dealing complex senior level product development activities that have a large impact on the current and future products.Geographical scope: regional/globalTypical minimum relevant experience required: 7-10 years

### Job Profile: Product Technology Manager 1

Job Family: Engineering Group / Engineering

Summary: Responsible for managing the technical aspects of a specific product group(s) of the company. 1. Plan and coordinate technical investigations, feasibility studies and survey of proposed and existing products and product applications2. Create and execute development plans and revises as appropriate to meet changing needs and

requirements. 3. Guide the selection, installation and use of equipment and software used to manufacture products4. Monitor product performance and product quality to ensure they are meeting customer and legal requirements. Work complexity and business impact: Works independently, or may lead small team, to complete given assignments and projects. Deals with standard product technology activities and provides product technology expertise. Guides and influences others within own area of expertise.Geographical scope: national/regional Typical minimum relevant experience required: 4-7 years

## Job Profile: Product Technology Manager 2

Job Family: Engineering Group / Engineering

Summary: Responsible for managing the technical aspects of a specific product group(s) of the company. 1. Plan and coordinate technical investigations, feasibility studies and survey of proposed and existing products and product applications2. Create and execute development plans and revises as appropriate to meet changing needs and requirements. 3. Guide the selection, installation and use of equipment and software used to manufacture products4. Monitor product performance and product quality to ensure they are meeting customer and legal requirements. Work complexity and business impact: Works independently, or may lead small team, to complete given assignments and projects. Deals with demanding product technology activities and provides senior level expertise. Guides and influences others within own area of expertise.Geographical scope: regional /globalTypical minimum relevant experience required: 5-8 years

## Job Profile: Product Technology Manager 3

Job Family: Engineering Group / Engineering

Summary: Responsible for managing the technical aspects of a specific product group(s) of the company. 1. Plan and coordinate technical investigations, feasibility studies and survey of proposed and existing products and product applications2. Create and execute development plans and revises as appropriate to meet changing needs and requirements. 3. Guide the selection, installation and use of equipment and software used to manufacture products4. Monitor product performance and product quality to ensure they are meeting customer and legal requirements. Work complexity and business impact: High individual responsibility of results. Deals with complex senior level product technology activities that have a large impact on the current and future products and/or services. Leads, guides and influences others when needed.Geographical scope: regional/ globalTypical minimum relevant experience required: 7-10 years, recognized global expert in own field.

## Job Profile: Production Department Manager 1

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Responsible for managing day-to-day operations of the Operations & Manufacturing department within the organization. 1. Lead and direct the day-to-day operations of a team of operations and manufacturing employees to ensure that the department meets its established targets and standards. Cost responsible.2. Ensure that the department meets its current and future production targets and quality standards.3. Ensure the department is following operating and health and safety policies and procedures and monitor compliance with these policies and procedures.4. Ensure that quality standards are adhered to.5. Produce status reports to help monitor operations.6. Allocate labor and capital resources within the department to maximize productivity. Work complexity and business impact: Manages and controls day-to-day operations, capital and budget of a small team of operations and manufacturing employees within a single site. Geographical scope: mainly nationalTypical minimum relevant experience required: 4-7 years

## Job Profile: Production Department Manager 2

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Responsible for managing day-to-day operations of the Operations & Manufacturing department within the organization. 1. Lead and direct the day-to-day operations of a team of operations and manufacturing employees to ensure that the department meets its established targets and standards. Cost responsible.2. Ensure that the department meets its current and future production targets and quality standards.3. Ensure the department is following operating and health and safety policies and procedures and monitor compliance with these policies and procedures.4. Ensure that quality standards are adhered to.5. Produce status reports to help monitor operations.6. Allocate labor and capital resources within the department to maximize productivity. Work complexity and business impact: Manages and controls demanding day-to-day operations, capital and budget of a mid-sized team of operations and manufacturing employees in a single site or multiple small teams across different sites within a country or a number of countries.Geographical scope: national/subregionalTypical minimum relevant experience required: 5-8 years

## Job Profile: Production Manager 1

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Plan, direct, and monitor all production activities within an assigned area or unit to maximize the use of the organization's resources and meet established production specifications and schedules; volume, cost, and wastage targets; and quality standards. 1. Liaise with functional or operational area managers to understand current and future product needs and develop plans, cost estimates, and schedules for integrating these needs into existing manufacturing activities. 2. Develop and implement manufacturing schedules and procedures and allocate labor and capital resources to maximize productivity. 3. Responsible for performance improvement; analyzing production, maintenance and malfunction records to identify problems and recommend solutions. 4. Plan, prioritize, and manage production line maintenance or downtimes to minimize disruptions to manufacturing schedules. 5. Lead, direct, evaluate, and develop manufacturing engineers and supervisors who are responsible for various production activities such as assembly, machine operation, processing, quality assurance, or packaging. Work complexity and business impact: Manages a standard small unit/assigned area. Plans and directs routine production activities following procedures and guidelines. Geographical scope: mainly national Typical minimum relevant experience required: 4-7 years

## Job Profile: Production Manager 2

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Plan, direct, and monitor all production activities within an assigned area or unit to maximize the use of the organization's resources and meet established production specifications and schedules; volume, cost, and wastage targets; and quality standards. 1. Liaise with functional or operational area managers to understand current and future product needs and develop plans, cost estimates, and schedules for integrating these needs into existing manufacturing activities. 2. Develop and implement manufacturing schedules and procedures and allocate labor and capital resources to maximize productivity. 3. Responsible for performance improvement; analyzing production, maintenance and malfunction records to identify problems and recommend solutions. 4. Plan, prioritize, and manage production line maintenance or downtimes to minimize disruptions to manufacturing schedules. 5. Lead, direct, evaluate, and develop manufacturing engineers and supervisors who are responsible for various production activities such as assembly, machine operation, processing, quality assurance, or packaging. Work complexity and business impact: Manages a demanding and/or mid-sized unit/assigned area. Uses initiative, experience and own judgment to plan and direct demanding production activities and provides senior level expertise. Geographical scope: national/subregional Typical minimum relevant experience required: 5-8 years

## Job Profile: Production Manager 3

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Plan, direct, and monitor all production activities within an assigned area or unit to maximize the use of the organization's resources and meet established production specifications and schedules; volume, cost, and wastage targets; and quality standards. 1. Liaise with functional or operational area managers to understand current and future product needs and develop plans, cost estimates, and schedules for integrating these needs into existing manufacturing activities. 2. Develop and implement manufacturing schedules and procedures and allocate labor and capital resources to maximize productivity. 3. Responsible for performance improvement; analyzing production, maintenance and malfunction records to identify problems and recommend solutions. 4. Plan, prioritize, and manage production line maintenance or downtimes to minimize disruptions to manufacturing schedules. 5. Lead, direct, evaluate, and develop manufacturing engineers and supervisors who are responsible for various production activities such as assembly, machine operation, processing, quality assurance, or packaging. Work complexity and business impact: Leads a complex and/or large unit/assigned area. Plans and directs complex production activities that have a large impact on the current and future products and/or services. Geographical scope: regional Typical minimum relevant experience required: 7-10 years

## Job Profile: Production Planner 1

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Develop and implement production plans to maximize the use of the organization's resources and meet established production specifications and schedules; volume, cost, and wastage targets; and quality standards. 1. Use engineering plans, contracts, and production specifications to produce schedules and production plans and estimate the human resources, tools, and equipment needed to manufacture products. 2. Evaluate production specifications and plant capacity data to determine manufacturing processes and calculate machine and operator loads. 3. Monitor production activity and analyze production data so that the flow of materials is timed meet production requirements. 4. Adjust schedules to accommodate backlogs, design changes, and material or labor shortages. 5.

## Job Profile: Production Planner 1 (BC)

**Summary:** Develop and implement production plans to maximize the use of the organization's resources and meet established production specifications and schedules; volume, cost, and wastage targets; and quality standards. 1. Use engineering plans, contracts, and production specifications to produce schedules and production plans and estimate the human resources, tools, and equipment needed to manufacture products. 2. Evaluate production specifications and plant capacity data to determine manufacturing processes and calculate machine and operator loads. 3. Monitor production activity and analyze production data so that the flow of materials is timed meet production requirements. 4. Adjust schedules to accommodate backlogs, design changes, and material or labor shortages. 5. Prepare work orders for production or purchase requests based on production schedules. Work complexity and business impact: Works independently to complete given tasks and activities, using standard engineering plans, contracts and production specifications to produce basic schedules, material requirements lists, and production plans for the manufacture of products. Close supervision is provided when needed, job is mainly performed according to defined processes or work methods. Geographical scope: mainly national Typical minimum relevant experience required: less than 3 years, represents the typical entry level position

**Summary:** Develop and implement production plans to maximize the use of the organization's resources and meet established production specifications and schedules; volume, cost, and wastage targets; and quality standards. 1. Use engineering plans, contracts, and production specifications to produce schedules and production plans and estimate the human resources, tools, and equipment needed to manufacture products. 2. Evaluate production specifications and plant capacity data to determine manufacturing processes and calculate machine and operator loads. 3. Monitor production activity and analyze production data so that the flow of materials is timed meet production requirements. 4. Adjust schedules to accommodate backlogs, design changes, and material or labor shortages. 5. Prepare work orders for production or purchase requests based on production schedules. Work complexity and business impact: Works independently to complete given assignments, using complex engineering plans, contracts and production specifications to produce detailed and complex schedules, material requirements lists, and production plans for the manufacture of products. Analyses and improves current ways of working. May guide others within own area of expertise. Geographical scope: national/regional Typical minimum relevant experience required: 2-5 years

**Summary:** Supervise production line operation in accordance with plant policies and procedures. Ensure smooth production operation during shift. 1. Supervise and monitor day-to-day production line operations in accordance with plant policies and procedures. 2. Responsible for scheduling shifts to ensure production targets are met. This includes: work station assignments/rotations, employee training, employee vacations, employee breaks, overtime assignment, back-up for absent employees, and shift rotations. 3. Liaise with quality control to ensure products meet quality regulations and standards. Make adjustments as necessary during shift to produce product within specifications. Reject products outside of specifications. 4. Ensure a clean and safe work area in accordance with Health & Safety policies and procedures. 5. Lead, direct, evaluate, and develop a team of production workers. **Work complexity and business impact:** Supervises and monitors day-to-day production line operations of a small team of up to 15 employees. **Geographical scope:** mainly national **Typical minimum relevant experience required:** 1-3 years

Summary: Supervise production line operation in accordance with plant policies and procedures. Ensure smooth production operation during shift. 1. Supervise and monitor day-to-day production line operations in accordance with plant policies and procedures. 2. Responsible for scheduling shifts to ensure production targets are met. &nbsp;  This includes: work station assignments/rotations, employee training, employee vacations, employee breaks, overtime assignment, back-up for absent employees, and shift rotations. 3. Liaise with quality control to ensure products meet



quality regulations and standards. Make adjustments as necessary during shift to produce product within specifications. Reject products outside of specifications.4. Ensure a clean and safe work area in accordance with Health & Safety policies and procedures.5. Lead, direct, evaluate, and develop a team of production workers. Work complexity and business impact: Supervises and monitors day-to-day production line operations of a small team of up to 15 employees.Geographical scope: mainly nationalTypical minimum relevant experience required: 1-3 years

## Job Profile: Production Supervisor 2

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Supervise production line operation in accordance with plant policies and procedures. Ensure smooth production operation during shift. 1. Supervise and monitor day-to-day production line operations in accordance with plant policies and procedures. 2. Responsible for scheduling shifts to ensure production targets are met. &nbsp;This includes: work station assignments/rotations, employee training, employee vacations, employee breaks, overtime assignment, back-up for absent employees, and shift rotations. 3. Liaise with quality control to ensure products meet quality regulations and standards. Make adjustments as necessary during shift to produce product within specifications. Reject products outside of specifications.4. Ensure a clean and safe work area in accordance with Health & Safety policies and procedures.5. Lead, direct, evaluate, and develop a team of production workers. Work complexity and business impact: Supervises and monitors day-to-day production line operations of a complex, large team of more than 15 employees.Geographical scope: mainly nationalTypical minimum relevant experience required: 2-5 years

## Job Profile: Production Supervisor 2 (BC)

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Supervise production line operation in accordance with plant policies and procedures. Ensure smooth production operation during shift. 1. Supervise and monitor day-to-day production line operations in accordance with plant policies and procedures. 2. Responsible for scheduling shifts to ensure production targets are met. &nbsp;This includes: work station assignments/rotations, employee training, employee vacations, employee breaks, overtime assignment, back-up for absent employees, and shift rotations. 3. Liaise with quality control to ensure products meet quality regulations and standards. Make adjustments as necessary during shift to produce product within specifications. Reject products outside of specifications.4. Ensure a clean and safe work area in accordance with Health & Safety policies and procedures.5. Lead, direct, evaluate, and develop a team of production workers. Work complexity and business impact: Supervises and monitors day-to-day production line operations of a complex, large team of more than 15 employees.Geographical scope: mainly nationalTypical minimum relevant experience required: 2-5 years

## Job Profile: Production Supervisor 3

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Supervise production line operation in accordance with plant policies and procedures. Ensure smooth production operation during shift. 1. Supervise and monitor day-to-day production line operations in accordance with plant policies and procedures. 2. Responsible for scheduling shifts to ensure production targets are met. This includes: work station assignments/rotations, employee training, employee vacations, employee breaks, overtime assignment, back-up for absent employees, and shift rotations. 3. Liaise with quality control to ensure products meet quality regulations and standards. Make adjustments as necessary during shift to produce product within specifications. Reject products outside of specifications.4. Ensure a clean and safe work area in accordance with Health & Safety policies and procedures.5. Lead, direct, evaluate, and develop a team of production workers. Work complexity and business impact: Supervises and monitors day-to-day production line operations of several teams totaling more than 50 employees.Geographical scope: mainly nationalTypical minimum relevant experience required: 4-7 years

## Job Profile: Production Supervisor 3 (BC)

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Supervise production line operation in accordance with plant policies and procedures. Ensure smooth production operation during shift. 1. Supervise and monitor day-to-day production line operations in accordance with plant policies and procedures. 2. Responsible for scheduling shifts to ensure production targets are met. This includes: work station assignments/rotations, employee training, employee vacations, employee breaks, overtime assignment, back-up for absent employees, and shift rotations. 3. Liaise with quality control to ensure products meet quality regulations and standards. Make adjustments as necessary during shift to produce product within specifications. Reject products outside of specifications.4. Ensure a clean and safe work area in accordance with



Health & Safety policies and procedures.5. Lead, direct, evaluate, and develop a team of production workers. Work complexity and business impact: Supervises and monitors day-to-day production line operations of several teams totaling more than 50 employees.Geographical scope: mainly nationalTypical minimum relevant experience required: 4-7 years

### Job Profile: Production Technician

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Perform production planning and preparation of products within a workshop. 1. Prepare detailed manufacturing instructions, work descriptions, and plan the order of operations and the usage of materials.2. Order certain parts and material internally and externally.3. Participate to leasing of certain working operations.4. Archive of the summary reports. Work complexity and business impact: Works independently to complete given tasks and activities, solving daily technical issues related to production specifications, plans and materials. Close supervision is provided when needed, job is mainly performed according to defined processes or work methods. Geographical scope: mainly national Typical minimum relevant experience required: 1-3 years

### Job Profile: Production Technician (BC)

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Perform production planning and preparation of products within a workshop. 1. Prepare detailed manufacturing instructions, work descriptions, and plan the order of operations and the usage of materials.2. Order certain parts and material internally and externally.3. Participate to leasing of certain working operations.4. Archive of the summary reports. Work complexity and business impact: Works independently to complete given tasks and activities, solving daily technical issues related to production specifications, plans and materials. Close supervision is provided when needed, job is mainly performed according to defined processes or work methods. Geographical scope: mainly national Typical minimum relevant experience required: 1-3 years

### Job Profile: Program Manager 1

Job Family: Project Management Group / Project Management

Summary: Leads and manages programs that resolve larger business needs and executes complex organizational changes through multiple projects that typically are governed through their own project organizations. 1. Provide leadership and direction for the program and alignment of different stakeholder goals and objectives with the program. The program spans over one calendar year, and the potential business impact totals to materially significant figures.2. Responsible for providing framework and methodology for tracking the projects belonging to the program in a comparable manner across the board to ensure that individual project managers are able to successfully complete their assignments/projects.3. Defining required program team structures, budgets, and roles/responsibilities for each of the teams.4. Ensuring alignment of each of the projects and their output with the goals and objectives of the program.5. Program planning and plan adjustments based on progress of, and out put of the various projects belonging to the program. Work complexity and business impact: Responsible for planning and leading the project/program operations during the project/program in order to meet the targets. Manages a project/program team of less than 10 employees, coaching team members in skills, and schedules, allocates and monitors work of the team. Geographical scope: regional/global Typical minimum relevant experience required: 5-8 years

### Job Profile: Program Manager 2

Job Family: Project Management Group / Project Management

Summary: Leads and manages programs that resolve larger business needs and executes complex organizational changes through multiple projects that typically are governed through their own project organizations. 1. Provide leadership and direction for the program and alignment of different stakeholder goals and objectives with the program. The program spans over one calendar year, and the potential business impact totals to materially significant figures.2. Responsible for providing framework and methodology for tracking the projects belonging to the program in a comparable manner across the board to ensure that individual project managers are able to successfully complete their assignments/projects.3. Defining required program team structures, budgets, and roles/responsibilities for each of the teams.4. Ensuring alignment of each of the projects and their output with the goals and objectives of the program.5. Program planning and plan adjustments based on progress of, and out put of the various projects belonging to the program. Work complexity and business impact: Responsible for planning and leading demanding and complex project/program operations during the project/program in order to meet the targets. Leads a mid-sized project/program team or few multiple teams and determines team structure and roles of members. Geographical scope: global Typical minimum relevant experience required: 7-10 years

### Job Profile: Program Manager 3

Job Family: Project Management Group / Project Management

Summary: Leads and manages programs that resolve larger business needs and executes complex organizational changes through multiple projects that typically are governed through their own project organizations. 1. Provide leadership and direction for the program and alignment of different stakeholder goals and objectives with the program. The program spans over one calendar year, and the potential business impact totals to materially significant figures. 2. Responsible for providing framework and methodology for tracking the projects belonging to the program in a comparable manner across the board to ensure that individual project managers are able to successfully complete their assignments/projects. 3. Defining required program team structures, budgets, and roles/responsibilities for each of the teams. 4. Ensuring alignment of each of the projects and their output with the goals and objectives of the program. 5. Program planning and plan adjustments based on progress of, and output of the various projects belonging to the program. Work complexity and business impact: Responsible for planning and leading highly complex project/program operations during the project/program in order to meet the targets. Leads a large project/program team or multiple teams and determines team structure and roles of members.

Geographical scope: global

Typical minimum relevant experience required: 10 or more years

### Job Profile: Project Coordinator 1

Job Family: Project Management Group / Project Management

Summary: Coordinate the activities, resources and tasks that relate to a specific project. 1. Develop and maintain a detailed project schedule which includes administrative tasks and all sites involved in the project. Track project changes and produce updated site based schedule as agreed with engineering and project management. 2. Meet with the project team, ensuring that each team member understands their responsibilities and accountabilities. 3. Manage vendor relationships, relaying information between the project management and client. 4. Prepare bills and invoice, as well as budgetary and progress reports. 5. Coordinates queries and escalates points of concern to appropriate stakeholders, monitoring resolution and updating all involved. Work complexity and business impact: Works independently to complete given assignments, carrying out day-to-day project coordination activities. May guide others within own area of expertise. Geographical scope: mainly national. Typical minimum relevant experience required: less than 3 years

### Job Profile: Project Coordinator 2

Job Family: Project Management Group / Project Management

Summary: Coordinate the activities, resources and tasks that relate to a specific project. 1. Develop and maintain a detailed project schedule which includes administrative tasks and all sites involved in the project. Track project changes and produce updated site based schedule as agreed with engineering and project management. 2. Meet with the project team, ensuring that each team member understands their responsibilities and accountabilities. 3. Manage vendor relationships, relaying information between the project management and client. 4. Prepare bills and invoice, as well as budgetary and progress reports. 5. Coordinates queries and escalates points of concern to appropriate stakeholders, monitoring resolution and updating all involved. Work complexity and business impact: Works independently to complete given assignments, carrying out day-to-day project coordination activities. Responds to internal and customer enquiries that may require some initiative, and analyses and improves current ways of working. Guides and influences others within own area of expertise. Geographical scope: national/regional. Typical minimum relevant experience required: 2-5 years

### Job Profile: Project Manager 1

Job Family: Project Management Group / Project Management

Summary: Lead and manage projects that resolve identified business needs within agreed timescales, budgets and quality standards. 1. Provide the main interface and maintain a confident relationship with the customer and other participants in the project. 2. Responsible for ensuring all contractual obligations are fulfilled. 3. Carry the overall technical and financial responsibility of the project by leading efficiently and effectively the nominated project organization. 4. Plan and coordinate all the activities during project execution, such as engineering, purchasing, manufacturing, logistics, installation and commissioning. 5. Ensure guarantees during the warranty period are fulfilled. Work complexity and business impact: Works independently to complete given assignments and projects. Contributes to and executes small projects, typically time span of the project is up to 6 months (in service projects) or 0,5 - 1 year (in capital projects). Guides and influences others within the project. Geographical scope: national/regional. Typical minimum relevant experience required: 4-7 years

## Job Profile: Project Manager 2

Job Family: Project Management Group / Project Management

Summary: Lead and manage projects that resolve identified business needs within agreed timescales, budgets and quality standards. 1. Provide the main interface and maintain a confident relationship with the customer and other participants in the project. 2. Responsible for ensuring all contractual obligations are fulfilled. 3. Carry the overall technical and financial responsibility of the project by leading efficiently and effectively the nominated project organization. 4. Plan and coordinate all the activities during project execution, such as engineering, purchasing, manufacturing, logistics, installation and commissioning. 5. Ensure guarantees during the warranty period are fulfilled. Work complexity and business impact: Contributes to and executes demanding projects, typically time span of the project is around 1 year (in service projects) or 1 - 2 years (in capital projects). Coaches team members in skills, and schedules, allocates and monitors work of the project team. Geographical scope: regional/global Typical minimum relevant experience required: 5-8 years

## Job Profile: Project Manager 3

Job Family: Project Management Group / Project Management

Summary: Lead and manage projects that resolve identified business needs within agreed timescales, budgets and quality standards. 1. Provide the main interface and maintain a confident relationship with the customer and other participants in the project. 2. Responsible for ensuring all contractual obligations are fulfilled. 3. Carry the overall technical and financial responsibility of the project by leading efficiently and effectively the nominated project organization. 4. Plan and coordinate all the activities during project execution, such as engineering, purchasing, manufacturing, logistics, installation and commissioning. 5. Ensure guarantees during the warranty period are fulfilled. Work complexity and business impact: Contributes to and executes large and complex projects, typically time span of the project is around 2 years. Coaches team members in skills, and schedules, allocates and monitors work of the project team. Geographical scope: regional/global Typical minimum relevant experience required: 7-10 years

## Job Profile: Purchasing Coordinator 1

Job Family: Procurement & Logistics Group / Purchasing

Summary: Coordinate administrative actions related to purchasing of specific category of goods and company specific supplies. 1. Receive purchases and check requests from throughout the facility, checks for accuracy, and forwards purchasing orders. 2. Maintain contact with vendors regarding orders and merchandise. 3. May receive, inspect, and distribute merchandise to appropriate individuals; files damage claims with freight companies or vendors. 4. Prepare periodic reports related to purchasing, inventory control, and shipping and receiving within the local operation. Work complexity and business impact: Works independently to complete given tasks, providing administrative purchasing services for the assigned unit. Close supervision is provided. Geographical scope: mainly national Typical minimum relevant experience required: 1-3 years

## Job Profile: Purchasing Coordinator 1 (BC)

Job Family: Procurement & Logistics Group / Purchasing

Summary: Coordinate administrative actions related to purchasing of specific category of goods and company specific supplies. 1. Receive purchases and check requests from throughout the facility, checks for accuracy, and forwards purchasing orders. 2. Maintain contact with vendors regarding orders and merchandise. 3. May receive, inspect, and distribute merchandise to appropriate individuals; files damage claims with freight companies or vendors. 4. Prepare periodic reports related to purchasing, inventory control, and shipping and receiving within the local operation. Work complexity and business impact: Works independently to complete given tasks, providing administrative purchasing services for the assigned unit. Close supervision is provided. Geographical scope: mainly national Typical minimum relevant experience required: 1-3 years

## Job Profile: Purchasing Coordinator 2

Job Family: Procurement & Logistics Group / Purchasing

Summary: Coordinate administrative actions related to purchasing of specific category of goods and company specific supplies. 1. Receive purchases and check requests from throughout the facility, checks for accuracy, and forwards purchasing orders. 2. Maintain contact with vendors regarding orders and merchandise. 3. May receive, inspect, and distribute merchandise to appropriate individuals; files damage claims with freight companies or vendors. 4. Prepare periodic reports related to purchasing, inventory control, and shipping and receiving within the local operation. Work complexity and business impact: Works independently to complete given assignments, carrying out day-to-day purchasing coordination activities responding to enquires that may require some initiative. Analyses

and improves current ways of working. Guides and influences others within own area of expertise. Geographical scope: mainly national Typical minimum relevant experience required: 2-5 years

### Job Profile: Purchasing Engineer 1

Job Family: Procurement & Logistics Group / Purchasing

Summary: Plan and execute purchasing of goods and materials to meet technical specifications and production plans

1. Plan and execute timely purchase of relevant materials by liaising with production specialists, managers and suppliers to understand production plans. 2. Ensure sufficient technical expertise is included in purchasing process. 3. Analyze purchasing performance against key performance indicators and produce reports for management that illustrate the results. 4. Develop solutions for improving purchasing performance. Work complexity and business impact: Works independently to complete given tasks and activities, dealing with standard, basic technical purchasing issues. Follows guidelines and procedures to analyze purchasing performance. Close supervision is provided when needed. Geographical scope: mainly national Typical minimum relevant experience required: less than 3 years, represents the typical entry level position

### Job Profile: Purchasing Engineer 2

Job Family: Procurement & Logistics Group / Purchasing

Summary: Plan and execute purchasing of goods and materials to meet technical specifications and production plans

1. Plan and execute timely purchase of relevant materials by liaising with production specialists, managers and suppliers to understand production plans. 2. Ensure sufficient technical expertise is included in purchasing process. 3. Analyze purchasing performance against key performance indicators and produce reports for management that illustrate the results. 4. Develop solutions for improving purchasing performance. Work complexity and business impact: Works independently to complete given assignments, analyzing and dealing with demanding technical purchasing issues. Analyses and improves current ways of working. May guide others within own area of expertise. Geographical scope: national/regional Typical minimum relevant experience required: 2-5 years

### Job Profile: Purchasing Manager 1

Job Family: Procurement & Logistics Group / Purchasing

Summary: Plan, direct, and monitor all local purchasing activities so that the goods, materials, supplies, and services the organization buys meet its standards of price, quality, timing, and reliability of supply. 1. Liaise with functional or operational area managers to understand their current and anticipated demand for goods and materials, and develop plans, cost estimates, and schedules for integrating these needs into existing purchasing activities. 2. Develop policies, checklists, or other materials that describe the organization's technical, quality, service, or reliability standards to help purchasing staff evaluate supplier proposals. 3. Analyze and evaluate the organization's overall purchasing trends, external price trends and new product offerings to identify opportunities to reduce overall procurement costs. 4. Effectively manage a (project) team, recognizing performance, identifying development activities 5 May carry out some limited procurement activities, such as evaluating and selecting suppliers, and negotiating terms and conditions with suppliers. Work complexity and business impact: Works independently to complete given assignments. Typically supervises a small team of buyers and/or purchasing engineers. Responsible for local purchasing activities for a small unit/project. Geographical scope: national / regional Typical minimum relevant experience required: 4-7 years

### Job Profile: Purchasing Manager 2

Job Family: Procurement & Logistics Group / Purchasing

Summary: Plan, direct, and monitor all local purchasing activities so that the goods, materials, supplies, and services the organization buys meet its standards of price, quality, timing, and reliability of supply. 1. Liaise with functional or operational area managers to understand their current and anticipated demand for goods and materials, and develop plans, cost estimates, and schedules for integrating these needs into existing purchasing activities. 2. Develop policies, checklists, or other materials that describe the organization's technical, quality, service, or reliability standards to help purchasing staff evaluate supplier proposals. 3. Analyze and evaluate the organization's overall purchasing trends, external price trends and new product offerings to identify opportunities to reduce overall procurement costs. 4. Effectively manage a (project) team, recognizing performance, identifying development activities 5 May carry out some limited procurement activities, such as evaluating and selecting suppliers, and negotiating terms and conditions with suppliers. Work complexity and business impact: Manages a team of purchasing personnel to ensure efficient purchasing activities. Responsible for purchasing activities for a medium sized unit/project. Geographical scope: national/ regional /global Typical minimum relevant experience required: 5-8 years

### Job Profile: Purchasing Manager 3

Job Family: Procurement & Logistics Group / Purchasing

Summary: Plan, direct, and monitor all local purchasing activities so that the goods, materials, supplies, and services the organization buys meet its standards of price, quality, timing, and reliability of supply. 1. Liaise with functional or operational area managers to understand their current and anticipated demand for goods and materials, and develop plans, cost estimates, and schedules for integrating these needs into existing purchasing activities. 2. Develop policies, checklists, or other materials that describe the organization's technical, quality, service, or reliability standards to help purchasing staff evaluate supplier proposals. 3. Analyze and evaluate the organization's overall purchasing trends, external price trends and new product offerings to identify opportunities to reduce overall procurement costs. 4. Effectively manage a (project) team, recognizing performance, identifying development activities. 5. May carry out some limited procurement activities, such as evaluating and selecting suppliers, and negotiating terms and conditions with suppliers. Work complexity and business impact: Leads a large team of purchasing personnel to ensure efficient purchasing activities. Responsible for purchasing activities for a large unit/project requiring complex purchasing arrangements. Has a high impact on results. Geographical scope: regional/global Typical minimum relevant experience required: 7-10 years

### Job Profile: Quality Engineer 1

Job Family: Quality & HSE Group / Quality and Operational Excellence

Summary: Develop quality standards for the operations of the organization and its subcontractors, and design and implement the procedures that ensure that these standards are met. 1. Perform quality analysis and inspections, for example data analysis, benchmark testing, localization, and destructive/non-destructive analysis. 2. Evaluate raw materials, components, and other inputs to the production process, and liaise with subcontractors, vendors and suppliers to ensure that their products and processes meet the organization's quality standards. 3. Evaluate the organization's manufacturing processes, systems, and technology and recommend changes that will improve the quality of the organization's finished products. 4. Check that established testing procedures are being followed and identify and address recurring problems either with the quality of the product or the reliability of testing procedures. 5. Maintain and analyze quality records to prepare quality reports. 6. Educate and train quality inspectors and other staff to ensure that they understand and comply with established quality procedures and standards. Work complexity and business impact: Works independently to complete given tasks and activities, solving daily operational quality issues and focusing on basic quality engineering. Close supervision is provided when needed, job is mainly performed according to defined processes or work methods. Geographical scope: mainly national Typical minimum relevant experience required: less than 3 years, represents the typical entry level position

### Job Profile: Quality Engineer 2

Job Family: Quality & HSE Group / Quality and Operational Excellence

Summary: Develop quality standards for the operations of the organization and its subcontractors, and design and implement the procedures that ensure that these standards are met. 1. Perform quality analysis and inspections, for example data analysis, benchmark testing, localization, and destructive/non-destructive analysis. 2. Evaluate raw materials, components, and other inputs to the production process, and liaise with subcontractors, vendors and suppliers to ensure that their products and processes meet the organization's quality standards. 3. Evaluate the organization's manufacturing processes, systems, and technology and recommend changes that will improve the quality of the organization's finished products. 4. Check that established testing procedures are being followed and identify and address recurring problems either with the quality of the product or the reliability of testing procedures. 5. Maintain and analyze quality records to prepare quality reports. 6. Educate and train quality inspectors and other staff to ensure that they understand and comply with established quality procedures and standards. Work complexity and business impact: Works independently to complete given assignments and projects, carrying out day-to-day quality development activities. Analyses and improves current ways of working. Influences and guides others within own area of expertise. Geographical scope: national/regional Typical minimum relevant experience required: 2-5 years

### Job Profile: Quality Engineer 3

Job Family: Quality & HSE Group / Quality and Operational Excellence

Summary: Develop quality standards for the operations of the organization and its subcontractors, and design and implement the procedures that ensure that these standards are met. 1. Perform quality analysis and inspections, for example data analysis, benchmark testing, localization, and destructive/non-destructive analysis. 2. Evaluate raw materials, components, and other inputs to the production process, and liaise with subcontractors, vendors and suppliers to ensure that their products and processes meet the organization's quality standards. 3. Evaluate the organization's manufacturing processes, systems, and technology and recommend changes that will improve the



quality of the organization's finished products. 4. Check that established testing procedures are being followed and identify and address recurring problems either with the quality of the product or the reliability of testing procedures. 5. Maintain and analyze quality records to prepare quality reports. 6. Educate and train quality inspectors and other staff to ensure that they understand and comply with established quality procedures and standards. Work complexity and business impact: Works independently to complete given assignments and projects, dealing with demanding quality activities. Provides senior level expertise to ensure best solutions for business are implemented. Guides and influences others within own area of expertise. Geographical scope: regional /global Typical minimum relevant experience required: 4-7 years, recognized global expert in own field

### Job Profile: Quality Inspector 1

Job Family: Quality & HSE Group / Quality & HSE

Summary: Check, test, and inspect raw materials, goods in process, and finished goods.

1. Compare the physical characteristics of components, materials, equipment, and products to technical specifications to identify defects.
2. Conduct simple tests (for example on electrical function, reliability, packaging quality); record results and notify others of out-of-specification conditions.

Work complexity and business impact: Works under moderate supervision. Problems are typically of a routine nature, but may at times require interpretation or deviation from standard procedures. Communicates information that requires some explanation or interpretation.

Geographical scope: local

Typical minimum relevant experience required: 1-3 years. Requires basic knowledge of job procedures and tools obtained through work experience.

### Job Profile: Quality Inspector 2

Job Family: Quality & HSE Group / Quality & HSE

Summary: Check, test, and inspect raw materials, goods in process, and finished goods.

1. Compare the physical characteristics of components, materials, equipment, and products to technical specifications to identify defects.
2. Conduct simple tests (for example on electrical function, reliability, packaging quality); record results and notify others of out-of-specification conditions.

Work complexity and business impact: Works under limited supervision for routine situations. Provides assistance and training to lower level employees. Problems are typically non-routine and require analysis to understand.

Geographical scope: local

Typical minimum relevant experience required: 3-5 years. Requires broad knowledge of operational procedures and tools obtained through extensive work experience.

### Job Profile: Quality Manager 1

Job Family: Quality & HSE Group / Quality and Operational Excellence

Summary: Develop and implement the organization's quality processes and projects and manage a staff of quality control and quality assurance professionals 1. Develop, implement and evaluate quality policies, processes and projects, and develop resources to assist the operations and manufacturing function to be able to reach quality standards. 2. Responsible for processes related to quality control and assurance and ISO standard implementation in in-house or subcontracted work. 3. Define the appropriate and adequate procedures and measures of control for production processes and conduct risk assessments of these processes. 4. Lead implementation of new regulations and support and facilitate audits and regulatory inspections. 5. Coordinate quality training for employees to ensure all individuals have the required level of knowledge. Work complexity and business impact: Works independently, or may lead a small team, to complete given assignments and projects, dealing with quality management activities for a small unit. Analyses and improves current ways of working. Guides and influences others within own area of expertise. Geographical scope: local /regional /global Typical minimum relevant experience required: 4-7 years

### Job Profile: Quality Manager 2

Job Family: Quality & HSE Group / Quality and Operational Excellence

Summary: Develop and implement the organization's quality processes and projects and manage a staff of quality control and quality assurance professionals 1. Develop, implement and evaluate quality policies, processes and projects, and develop resources to assist the operations and manufacturing function to be able to reach quality standards. 2. Responsible for processes related to quality control and assurance and ISO standard implementation in in-house or subcontracted work. 3. Define the appropriate and adequate procedures and measures of control for production processes and conduct risk assessments of these processes. 4. Lead implementation of new regulations

and support and facilitate audits and regulatory inspections. 5. Coordinate quality training for employees to ensure all individuals have the required level of knowledge. Work complexity and business impact: Manages a team of quality personnel to ensure efficient quality solutions. Deals with demanding quality management activities for medium sized unit that have considerable impact on the business. Geographical scope: local/regional/global Typical minimum relevant experience required: 5-8 years

### Job Profile: Quality Manager 3

Job Family: Quality & HSE Group / Quality and Operational Excellence

Summary: Develop and implement the organization's quality processes and projects and manage a staff of quality control and quality assurance professionals 1. Develop, implement and evaluate quality policies, processes and projects, and develop resources to assist the operations and manufacturing function to be able to reach quality standards. 2. Responsible for processes related to quality control and assurance and ISO standard implementation in in-house or subcontracted work. 3. Define the appropriate and adequate procedures and measures of control for production processes and conduct risk assessments of these processes. 4. Lead implementation of new regulations and support and facilitate audits and regulatory inspections. 5. Coordinate quality training for employees to ensure all individuals have the required level of knowledge. Work complexity and business impact: Leads a team of quality personnel to ensure efficient quality solutions. Develops and implements senior-level complex quality management activities, within a large site or across multiple countries, that have a significant impact on the business. Geographical scope: regional/global Typical minimum relevant experience required: 7-10 years

### Job Profile: Quality Technician 1

Job Family: Quality & HSE Group / Quality and Operational Excellence

Summary: Conducts manufacturing inspection and test activities at every stage of the manufacturing process. 1. Carry out inspection and test activities of all components, materials, subassemblies, and finished products manufactured. 2. Assist in certification or sign off on products that meet the quality standards prior to packaging and distribution. 3. Conduct tests, maintain records of defects or problems, and track what percentage of goods fail to pass quality assurance compliance. 4. Apply statistical analysis to determine correct sampling plans and frequency of inspections. Work complexity and business impact: Works independently to complete given tasks, performing routine quality inspection and assisting more experienced personnel. Follows established procedures and guidelines. Close supervision is provided. Geographical scope: mainly national Typical minimum relevant experience required: less than 2 years, represents the typical entry level position

### Job Profile: Quality Technician 2

Job Family: Quality & HSE Group / Quality and Operational Excellence

Summary: Conducts manufacturing inspection and test activities at every stage of the manufacturing process. 1. Carry out inspection and test activities of all components, materials, subassemblies, and finished products manufactured. 2. Assist in certification or sign off on products that meet the quality standards prior to packaging and distribution. 3. Conduct tests, maintain records of defects or problems, and track what percentage of goods fail to pass quality assurance compliance. 4. Apply statistical analysis to determine correct sampling plans and frequency of inspections. Work complexity and business impact: Works independently to complete given tasks and activities, solving daily quality issues. Job is mainly performed according to defined processes or work methods. Close supervision is provided when needed. Geographical scope: mainly national Typical minimum relevant experience required: 1-3 years

### Job Profile: Quality Technician 2 (BC)

Job Family: Quality & HSE Group / Quality and Operational Excellence

Summary: Conducts manufacturing inspection and test activities at every stage of the manufacturing process. 1. Carry out inspection and test activities of all components, materials, subassemblies, and finished products manufactured. 2. Assist in certification or sign off on products that meet the quality standards prior to packaging and distribution. 3. Conduct tests, maintain records of defects or problems, and track what percentage of goods fail to pass quality assurance compliance. 4. Apply statistical analysis to determine correct sampling plans and frequency of inspections. Work complexity and business impact: Works independently to complete given tasks and activities, solving daily quality issues. Job is mainly performed according to defined processes or work methods. Close supervision is provided when needed. Geographical scope: mainly national Typical minimum relevant experience required: 1-3 years

### Job Profile: R&D Engineer 1

Job Family: Research & Development Group / Research & Development

Summary: Conduct fundamental or applied research and development activities to improve, or generate new, products, components, equipment, systems, and processes. 1. Plan, design, and conduct research and development projects or related internal services according to established scientific methods, principles, and theories to solve problems; and improve, or generate new, products, know-how, components, equipment, systems, and processes.2. Prepare calculations, designs, specifications, and other technical documentation or software implementations so that prototype designs can be manufactured and assembled. 3. Calculate and analyze test results and discuss test results with R&D team.4. Develop and maintain technical expertise on advances and innovations in research and science.5. Conduct activities related to patent acquisition, administration, control, and competitor monitoring. Work complexity and business impact: Works independently to complete given tasks and activities, following established guidelines and procedures to undertake R&D activities as part of a wider R&D project. Job is highly based on routines.Geographical scope: mainly nationalTypical minimum relevant experience required: less than 3 years

## Job Profile: R&D Engineer 2

Job Family: Research & Development Group / Research & Development

Summary: Conduct fundamental or applied research and development activities to improve, or generate new, products, components, equipment, systems, and processes. 1. Plan, design, and conduct research and development projects or related internal services according to established scientific methods, principles, and theories to solve problems; and improve, or generate new, products, know-how, components, equipment, systems, and processes.2. Prepare calculations, designs, specifications, and other technical documentation or software implementations so that prototype designs can be manufactured and assembled. 3. Calculate and analyze test results and discuss test results with R&D team.4. Develop and maintain technical expertise on advances and innovations in research and science.5. Conduct activities related to patent acquisition, administration, control, and competitor monitoring. Work complexity and business impact: Works independently to complete given assignments, carrying out day-to-day research and development activities that require experience and knowledge of a discipline. Analyses and improves current ways of working. May guide others within own area of expertise.Geographical scope: national/regionalTypical minimum relevant experience required: 2-5 years

## Job Profile: R&D Engineer 3

Job Family: Research & Development Group / Research & Development

Summary: Conduct fundamental or applied research and development activities to improve, or generate new, products, components, equipment, systems, and processes. 1. Plan, design, and conduct research and development projects or related internal services according to established scientific methods, principles, and theories to solve problems; and improve, or generate new, products, know-how, components, equipment, systems, and processes.2. Prepare calculations, designs, specifications, and other technical documentation or software implementations so that prototype designs can be manufactured and assembled. 3. Calculate and analyze test results and discuss test results with R&D team.4. Develop and maintain technical expertise on advances and innovations in research and science.5. Conduct activities related to patent acquisition, administration, control, and competitor monitoring. Work complexity and business impact: Works independently to complete given assignments and projects, dealing with demanding R&D activities that require knowledge of more than one discipline. May be responsible for a section of a R&D project and provides senior level expertise. Guides and influences others within own area of expertise.Geographical scope: regional /globalTypical minimum relevant experience required: 4-7 years, recognized global expert in own field

## Job Profile: R&D Engineer 4

Job Family: Research & Development Group / Research & Development

Summary: Conduct fundamental or applied research and development activities to improve, or generate new, products, components, equipment, systems, and processes. 1. Plan, design, and conduct research and development projects or related internal services according to established scientific methods, principles, and theories to solve problems; and improve, or generate new, products, know-how, components, equipment, systems, and processes.2. Prepare calculations, designs, specifications, and other technical documentation or software implementations so that prototype designs can be manufactured and assembled. 3. Calculate and analyze test results and discuss test results with R&D team.4. Develop and maintain technical expertise on advances and innovations in research and science.5. Conduct activities related to patent acquisition, administration, control, and competitor monitoring. Work complexity and business impact: High individual responsibility of results. Deals with complex senior level R&D tasks that require knowledge of a number of disciplines to improve or generate new; products, components, equipment, systems, and processes. May lead a R&D project. Leads (without managerial authority), guides and influences others when needed.Geographical scope: globalTypical minimum relevant experience required: 5-8 years, recognized global expert in own field

### Job Profile: R&D Manager 1

Job Family: Research & Development Group / Research & Development

Summary: Responsible for managing research and development activities in order to solve problems; and improve, or generate new, products, components, equipment, systems, and processes. 1. Lead, direct, evaluate and develop R&D team to ensure that work is conducted within established budgets and according to established scientific standards. 2. Lead R&D projects; evaluate findings; and prepare detailed reports with recommendations and conclusions. 3. Responsible for budget, costs, resources, and planning required to implement annual R&D goals and monitor the performance of research projects to ensure targets are met. 4. Establish and maintain ongoing relationships with the external scientific and partner community to stay aware of trends and build the organization's reputation and to continuously develop R&D network. 5. Lead, plan and develop processes and practices to ensure proper IPR management and monitoring of competitor activities in patent management. Work complexity and business impact: Responsible for the day-to-day R&D activities of a small team, and analyses and improves current ways of working. Schedules, allocates and monitors work of the team. Geographical scope: national/subregional Typical minimum relevant experience required: 4-7 years

### Job Profile: R&D Manager 2

Job Family: Research & Development Group / Research & Development

Summary: Responsible for managing research and development activities in order to solve problems; and improve, or generate new, products, components, equipment, systems, and processes. 1. Lead, direct, evaluate and develop R&D team to ensure that work is conducted within established budgets and according to established scientific standards. 2. Lead R&D projects; evaluate findings; and prepare detailed reports with recommendations and conclusions. 3. Responsible for budget, costs, resources, and planning required to implement annual R&D goals and monitor the performance of research projects to ensure targets are met. 4. Establish and maintain ongoing relationships with the external scientific and partner community to stay aware of trends and build the organization's reputation and to continuously develop R&D network. 5. Lead, plan and develop processes and practices to ensure proper IPR management and monitoring of competitor activities in patent management. Work complexity and business impact: Responsible for the R&D activities for a specific product, product group or process requiring deep knowledge of a number of disciplines. Manages a R&D team in a large site or multiple teams across number of smaller sites within a country, coaching team members in skills, and schedules, allocates and monitors work of the team. Geographical scope: national/regional Typical minimum relevant experience required: 5-8 years

### Job Profile: R&D Manager 3

Job Family: Research & Development Group / Research & Development

Summary: Responsible for managing research and development activities in order to solve problems; and improve, or generate new, products, components, equipment, systems, and processes. 1. Lead, direct, evaluate and develop R&D team to ensure that work is conducted within established budgets and according to established scientific standards. 2. Lead R&D projects; evaluate findings; and prepare detailed reports with recommendations and conclusions. 3. Responsible for budget, costs, resources, and planning required to implement annual R&D goals and monitor the performance of research projects to ensure targets are met. 4. Establish and maintain ongoing relationships with the external scientific and partner community to stay aware of trends and build the organization's reputation and to continuously develop R&D network. 5. Lead, plan and develop processes and practices to ensure proper IPR management and monitoring of competitor activities in patent management. Work complexity and business impact: Leads R&D activities for a number of different products, product groups or processes that requires knowledge of many disciplines and understanding of how research in one area influences other areas. Manages multiple teams which may span more than one country and determines team structure and roles of members. Geographical scope: regional/global Typical minimum relevant experience required: 7-10 years

### Job Profile: R&D Supervisor

Job Family: Research & Development Group / Research & Development

Summary: Coordinate the activities of a team of laboratory staff to ensure the work complies with the organization's guidelines. 1. Supervise team members, assign tasks, and handle difficult experiments. 2. Monitor laboratory operating procedures to ensure that experiments and analyses are conducted within established budgets and according to established scientific standards. 3. Monitor all activities so that the team's resources are used effectively and in accordance with Health & Safety policies and procedures. Work complexity and business impact: Supervises and monitors day-to-day R&D activities of a small team of laboratory employees. Geographical scope: mainly national Typical minimum relevant experience required: 2-5 years

## Job Profile: R&D Technician 1

Job Family: Research & Development Group / Research & Development

Summary: Provide technical services to the R&D activities. 1. Contribute to research and development to improve, or generate new, products, know-how, components, equipment, systems, and processes. 2. Conduct routine research analysis, experimental, and investigatory work according to an established research plan. 3. Record research results and prepare simple technical reports with conclusions, and report where test results are missing or errors have occurred in tests. 4. Run, maintain and calibrate laboratory (e.g. pilot plant) instruments and equipment to ensure the equipment is in good working condition. 5. Develop research skills and knowledge of the organization's products and services by working closely with researchers. Work complexity and business impact: Works independently to complete given tasks and activities, solving daily technical issues related to R&D projects, processes, machinery, or tools. Job is mainly performed according to defined processes or work methods. Close supervision is provided when needed. Geographical scope: mainly national Typical minimum relevant experience required: 1-3 years

## Job Profile: R&D Technician 2

Job Family: Research & Development Group / Research & Development

Summary: Provide technical services to the R&D activities. 1. Contribute to research and development to improve, or generate new, products, know-how, components, equipment, systems, and processes. 2. Conduct routine research analysis, experimental, and investigatory work according to an established research plan. 3. Record research results and prepare simple technical reports with conclusions, and report where test results are missing or errors have occurred in tests. 4. Run, maintain and calibrate laboratory (e.g. pilot plant) instruments and equipment to ensure the equipment is in good working condition. 5. Develop research skills and knowledge of the organization's products and services by working closely with researchers. Work complexity and business impact: Works independently to complete given assignments, solving daily technical issues related to R&D projects, processes, machinery, tools or work methods. Analyses and improves current ways of working. Guides and influences others within own area of expertise. Geographical scope: mainly national Typical minimum relevant experience required: 2-5 years

## Job Profile: Safety Manager 1

Job Family: Quality & HSE Group / Health, Safety and Environment

Summary: Develop and implement the organization's safety policy and procedures so that all employees have a safe working environment and the organization complies with regulations and laws 1. Supervise implementation of safety rules and regulations according to company policies and local regulations. 2. Conduct safety audits and on-site inspections to identify workplace hazards and unsafe equipment, working practices, or working conditions. 3. Investigate accidents, complete or verify accident reports, and liaise with technical specialists and external health and safety authorities to identify the causes of accidents and prevent their recurrence. 4. Advise management on how to increase worker productivity through raising morale and reducing absenteeism, turnover, and equipment downtime while securing savings on insurance premiums, workers compensation benefits, and litigation expenses. 5. Coordinate the education and training of the organization's workforce on safety to ensure that they understand and comply with the organization's safety policies and standards. Work complexity and business impact: Works independently to complete given assignments, dealing with demanding occupational safety issues in an assigned unit. Analyses and improves current ways of working. Guides and influences others within own area of expertise. Geographical scope: mainly national Typical minimum relevant experience required: 4-7 years

## Job Profile: Safety Manager 2

Job Family: Quality & HSE Group / Health, Safety and Environment

Summary: Develop and implement the organization's safety policy and procedures so that all employees have a safe working environment and the organization complies with regulations and laws 1. Supervise implementation of safety rules and regulations according to company policies and local regulations. 2. Conduct safety audits and on-site inspections to identify workplace hazards and unsafe equipment, working practices, or working conditions. 3. Investigate accidents, complete or verify accident reports, and liaise with technical specialists and external health and safety authorities to identify the causes of accidents and prevent their recurrence. 4. Advise management on how to increase worker productivity through raising morale and reducing absenteeism, turnover, and equipment downtime while securing savings on insurance premiums, workers compensation benefits, and litigation expenses. 5. Coordinate the education and training of the organization's workforce on safety to ensure that they understand and comply with the organization's safety policies and standards. Work complexity and business impact: High individual responsibility of results, and/or leads a small team of occupational safety employees. Deals with complex and demanding occupational safety activities for a major unit. Geographical scope: national/regional Typical minimum relevant experience required: 5-8 years



## Job Profile: Safety Specialist 1

Job Family: Quality & HSE Group / Health, Safety and Environment

Summary: Develop safe standard work practices to ensure the safety and well-being of a company's employees while protecting equipment and the environment. 1. Conduct periodic inspections to identify dangerous hazards, unsafe equipment, working practices, or working conditions before they produce an injury or illness. 2. Analyze and report findings, recommend new procedures, policies or ways of working to be implemented. 3. Train and motivate personnel to ensure safety measures and preventive procedures are implemented. 4. Monitor new internal and external requirements or standards regarding safety and ensure relevant implementation. Work complexity and business impact: Works independently to complete given tasks and activities, assisting more senior professionals. Job is mainly performed according to defined processes or work methods. Close supervision is provided when needed. Geographical scope: mainly national Typical minimum relevant experience required: less than 3 years, represents the typical entry level position

## Job Profile: Safety Specialist 2

Job Family: Quality & HSE Group / Health, Safety and Environment

Summary: Develop safe standard work practices to ensure the safety and well-being of a company's employees while protecting equipment and the environment. 1. Conduct periodic inspections to identify dangerous hazards, unsafe equipment, working practices, or working conditions before they produce an injury or illness. 2. Analyze and report findings, recommend new procedures, policies or ways of working to be implemented. 3. Train and motivate personnel to ensure safety measures and preventive procedures are implemented. 4. Monitor new internal and external requirements or standards regarding safety and ensure relevant implementation. Work complexity and business impact: Works independently to complete given assignments and projects, carrying out day-to-day safety activities. Analyses and improves current ways of working. Influences and guides others within own area of expertise. Geographical scope: national/regional Typical minimum relevant experience required: 2-5 years

## Job Profile: Safety Technician 1

Job Family: Quality & HSE Group / Health, Safety and Environment

Summary: Ensure the safety and well-being of a company's employees while protecting equipment and the environment. 1. Conduct periodic workplace inspections to identify dangerous hazards, unsafe equipment, working practices, or working conditions before they produce an injury or illness. 2. Report findings, recommend solutions, improve safety measures and implement preventive procedures to limit risks to workers. 3. Work with specialists to implement programs that increase employee safety, comfort and productivity. Work complexity and business impact: Works independently to complete given tasks and activities, performing daily safety and well-being activities. Job is mainly performed according to defined processes or work methods. Close supervision is provided when needed. Geographical scope: mainly national Typical minimum relevant experience required: 1-3 years

## Job Profile: Safety Technician 2

Job Family: Quality & HSE Group / Health, Safety and Environment

Summary: Ensure the safety and well-being of a company's employees while protecting equipment and the environment. 1. Conduct periodic workplace inspections to identify dangerous hazards, unsafe equipment, working practices, or working conditions before they produce an injury or illness. 2. Report findings, recommend solutions, improve safety measures and implement preventive procedures to limit risks to workers. 3. Work with specialists to implement programs that increase employee safety, comfort and productivity. Work complexity and business impact: Works independently to complete given assignments, dealing with complex safety and well-being activities in assigned premises. May guide others within own area of expertise. Geographical scope: mainly national Typical minimum relevant experience required: 2-5 years

## Job Profile: Sales Analyst

Job Family: Sales Group / Sales

Summary: Provide analytical and administrative support to sales team. 1. Support the sales area management and the sales team by performing data and results analyses, administratively support the operational reporting and organizing of commercial meetings. 2. Perform background research on customer accounts, prospects, competitors, and industry trends to support the sales team's activities. 3. Enter data into databases to maintain up-to-date customer records; for example installed base, to track the status of orders and deliveries; to maintain sales commission and expense records; and to generate sales reports and statistics. 4. Make calculations to accurately compile and report sales statistics and sales budget follow-up. Work complexity and business impact: Works

independently to complete given assignments, carrying out day-to-day reporting activities. Analyses and improves current ways of working. May guide others within own area of expertise. Geographical scope: national/regional Typical minimum relevant experience required: 2-5 years

### Job Profile: Sales Area Manager 1

Job Family: Sales Group / Sales

Summary: Lead, direct and develop sales, service activities in the specific country/countries so that activities meet the organization's business objectives, comply with regulations, and protect the organization's reputation. 1. Formulate a sales, service and marketing strategy for the assigned area, developing guidelines and policies in line with the company strategy. 2. Responsible for sales expansion, ensuring new product introductions, services development, and active relationship management towards existing and potential customers. 3. Negotiate terms of sales and deal with significant national accounts. 4. Establish and monitor areas targets in areas such as product mix, sales volume, market share, or business development. 5. Select and manage relationships with agencies to ensure satisfactory standards of service. 6. Lead, manage and develop a team of sales managers to achieve sales targets. Work complexity and business impact: Manages a team of less than 10 employees, coaching team members in skills, and schedules, allocates and monitors work of the team. Contributes to and executes sales, service and marketing strategy for assigned area, typically one country or a district within a country. Geographical scope: mainly national Typical minimum relevant experience required: 7-10 years

### Job Profile: Sales Area Manager 2

Job Family: Sales Group / Sales

Summary: Lead, direct and develop sales, service activities in the specific country/countries so that activities meet the organization's business objectives, comply with regulations, and protect the organization's reputation. 1. Formulate a sales, service and marketing strategy for the assigned area, developing guidelines and policies in line with the company strategy. 2. Responsible for sales expansion, ensuring new product introductions, services development, and active relationship management towards existing and potential customers. 3. Negotiate terms of sales and deal with significant national accounts. 4. Establish and monitor areas targets in areas such as product mix, sales volume, market share, or business development. 5. Select and manage relationships with agencies to ensure satisfactory standards of service. 6. Lead, manage and develop a team of sales managers to achieve sales targets. Work complexity and business impact: Manages a mid-sized team in a single site or multiple teams which may span more than one country, and determines team structure and roles of members. Contributes to and executes sales, service and marketing strategies for assigned area, typically several countries that make up a sub-region. Geographical scope: national/regional Typical minimum relevant experience required: 10 or more years

### Job Profile: Sales Area Manager 3

Job Family: Sales Group / Sales

Summary: Lead, direct and develop sales, service activities in the specific country/countries so that activities meet the organization's business objectives, comply with regulations, and protect the organization's reputation. 1. Formulate a sales, service and marketing strategy for the assigned area, developing guidelines and policies in line with the company strategy. 2. Responsible for sales expansion, ensuring new product introductions, services development, and active relationship management towards existing and potential customers. 3. Negotiate terms of sales and deal with significant national accounts. 4. Establish and monitor areas targets in areas such as product mix, sales volume, market share, or business development. 5. Select and manage relationships with agencies to ensure satisfactory standards of service. 6. Lead, manage and develop a team of sales managers to achieve sales targets. Work complexity and business impact: Manages a large complex team or multiple teams in different countries, and determines team structure and roles of members. Participates in development and execution of sales, service and marketing strategies for assigned areas, typically a large country or a region. Geographical scope: regional Typical minimum relevant experience required: 12 or more years

### Job Profile: Sales Coordinator 1

Job Family: Sales Group / Sales

Summary: Responsible for preparing quotations and processing incoming orders. 1. Respond effectively and efficiently to internal and customer enquiries including queries relating to orders and/or returns and escalate queries where required. 2. Take orders from customers and input orders and related information into the organization's ordering system. 3. Follow up all enquiries, prepare proposals where necessary and facilitate product demonstrations with potential clients. 4. Liaise with sales representatives and operations to determine order status and track and maintain delivery timescales to ensure timely delivery of order to customers. 5. Prepare and administer commercial documentation such as contracts and service agreements. Work complexity and business impact: Works

independently to complete given tasks, responding to standard internal and customer enquiries. Job is highly based on routines. Close supervision is provided when needed. Geographical scope: mainly national Typical minimum relevant experience required: less than 2 years, represents the typical entry level position

### Job Profile: Sales Coordinator 2

Job Family: Sales Group / Sales

Summary: Responsible for preparing quotations and processing incoming orders. 1. Respond effectively and efficiently to internal and customer enquiries including queries relating to orders and/or returns and escalate queries where required. 2. Take orders from customers and input orders and related information into the organization's ordering system. 3. Follow up all enquiries, prepare proposals where necessary and facilitate product demonstrations with potential clients. 4. Liaise with sales representatives and operations to determine order status and track and maintain delivery timescales to ensure timely delivery of order to customers. 5. Prepare and administer commercial documentation such as contracts and service agreements. Work complexity and business impact: Works independently to complete given assignments, carrying out day-to-day sales coordination activities responding to internal and customer enquiries that may require some initiative. Analyses and improves current ways of working. Guides and influences others within own area of expertise. Geographical scope: mainly national Typical minimum relevant experience required: 2-5 years

### Job Profile: Sales Manager 1

Job Family: Sales Group / Sales

Summary: Responsible for developing and managing sales activities (capital, project, or services) within a specified geography, product line, or market segment to achieve established sales targets. 1. Develop sales plans, activities, and campaigns and manage the operational activities of a sales and/or service sales team for an assigned geography, product line, market segment, or particular customers. 2. Negotiate sales with existing and new customers who are of strategic importance to the organization. 3. Prepare sales forecasts and budgets; monitor sales volume, revenues, and costs against forecasts to identify problem areas; and adapt procedures to improve the overall performance. 4. Contribute to the development of sales, customer retention, pricing, and distribution strategies for area of responsibility through provision of market intelligence and customer information, and by understanding market trends. 5. May coach sales and/or service sales representatives on the operational aspects of the organization's products and services and internal procedures; on sales promotions; and on sales techniques, procedures and standards that will help them achieve their sales targets. Work complexity and business impact: Develops sales and service sales plans and manages the activities of a single team for an assigned geography, small market segment or standard product line. Manages a team of less than 10 employees, coaching team members in skills. Schedules, allocates and monitors work of the team. Geographical scope: mainly national Typical minimum relevant experience required: 5-8 years

### Job Profile: Sales Manager 2

Job Family: Sales Group / Sales

Summary: Responsible for developing and managing sales activities (capital, project, or services) within a specified geography, product line, or market segment to achieve established sales targets. 1. Develop sales plans, activities, and campaigns and manage the operational activities of a sales and/or service sales team for an assigned geography, product line, market segment, or particular customers. 2. Negotiate sales with existing and new customers who are of strategic importance to the organization. 3. Prepare sales forecasts and budgets; monitor sales volume, revenues, and costs against forecasts to identify problem areas; and adapt procedures to improve the overall performance. 4. Contribute to the development of sales, customer retention, pricing, and distribution strategies for area of responsibility through provision of market intelligence and customer information, and by understanding market trends. 5. May coach sales and/or service sales representatives on the operational aspects of the organization's products and services and internal procedures; on sales promotions; and on sales techniques, procedures and standards that will help them achieve their sales targets. Work complexity and business impact: Develops sales plans and manages the activities of sales for an assigned geography or a demanding market segment or product line. Manages a mid-sized team in a single site or multiple teams of typically 10-25 employees and determines team structure and roles of members. May be an individual contributor with high business impact. Geographical scope: national/subregional Typical minimum relevant experience required: 7-10 years

### Job Profile: Sales Manager 3

Job Family: Sales Group / Sales

Summary: Responsible for developing and managing sales activities (capital, project, or services) within a specified geography, product line, or market segment to achieve established sales targets. 1. Develop sales plans, activities,

and campaigns and manage the operational activities of a sales and/or service sales team for an assigned geography, product line, market segment, or particular customers. 2. Negotiate sales with existing and new customers who are of strategic importance to the organization. 3. Prepare sales forecasts and budgets; monitor sales volume, revenues, and costs against forecasts to identify problem areas; and adapt procedures to improve the overall performance. 4. Contribute to the development of sales, customer retention, pricing, and distribution strategies for area of responsibility through provision of market intelligence and customer information, and by understanding market trends. 5. May coach sales and/or service sales representatives on the operational aspects of the organization's products and services and internal procedures; on sales promotions; and on sales techniques, procedures and standards that will help them achieve their sales targets. Work complexity and business impact: Develops sales plans and manages the activities of sales for an assigned geography or for a complex market segment or complex product line. Manages a large complex team or multiple teams of typically more than 30 employees and determines team structure and roles of members. May be an individual contributor with significant business impact. Geographical scope: Multi countries Typical minimum relevant experience required: 10 or more years

### Job Profile: Sales Professional 1

Job Family: Sales Group / Sales

Summary: Promote and sell the organization's products and services, and provide technical sales support. 1. Pursue sales leads, visiting existing and new customers to meet sales target levels. 2. Negotiate prices and delivery times within limits of authority; and conclude sales orders to meet revenue targets. 3. Assess customer needs and suggest appropriate products and services. 4. Identify, research, and contact prospective customers and build positive relationships that will generate future sales and repeat business. 5. Refer sales leads, customer feedback, and information on competitor activity to appropriate contacts within the organization so that they can respond to changing market conditions and customer demands. Work complexity and business impact: Works independently to complete given tasks. Follows established procedures and guidelines to promote and sell the organization's products and services. Requires minimal sales negotiation. Close supervision is provided. Geographical scope: mainly national Typical minimum relevant experience required: less than 3 years, represents the typical entry level position

### Job Profile: Sales Professional 2

Job Family: Sales Group / Sales

Summary: Promote and sell the organization's products and services, and provide technical sales support. 1. Pursue sales leads, visiting existing and new customers to meet sales target levels. 2. Negotiate prices and delivery times within limits of authority; and conclude sales orders to meet revenue targets. 3. Assess customer needs and suggest appropriate products and services. 4. Identify, research, and contact prospective customers and build positive relationships that will generate future sales and repeat business. 5. Refer sales leads, customer feedback, and information on competitor activity to appropriate contacts within the organization so that they can respond to changing market conditions and customer demands. Work complexity and business impact: Works independently to complete given assignments, promoting and selling the organization's products and services. Some negotiation is required and should be able to identify prospective customers. May guide others within own area of expertise. Geographical scope: mainly national Typical minimum relevant experience required: 2-5 years

### Job Profile: Sales Professional 3

Job Family: Sales Group / Sales

Summary: Promote and sell the organization's products and services, and provide technical sales support. 1. Pursue sales leads, visiting existing and new customers to meet sales target levels. 2. Negotiate prices and delivery times within limits of authority; and conclude sales orders to meet revenue targets. 3. Assess customer needs and suggest appropriate products and services. 4. Identify, research, and contact prospective customers and build positive relationships that will generate future sales and repeat business. 5. Refer sales leads, customer feedback, and information on competitor activity to appropriate contacts within the organization so that they can respond to changing market conditions and customer demands. Work complexity and business impact: Works independently to complete given assignments and projects, promoting and selling the organization's products and services. Significant negotiation is required and it is critical to be able identify and follow-up on prospective customers. Guides and influences others within own area of expertise. Geographical scope: national/regional Typical minimum relevant experience required: 4-7 years

### Job Profile: Sales Support Engineer 1

Job Family: Sales Group / Sales

Summary: Provide technical advice to the sales team and customers to develop, sell, and successfully implement product or service solutions that will meet the customer's needs. 1. Prepare quotations to customers to meet their

technical requirements and expectations, commercial conditions from sales, and delivery times from the factory.2. Respond to enquiries from the organization's sales force or customers about the technical aspects of the organization's products and services. 3. Support sales and the distribution channel and manage complaints and issues affecting customer orders, liaising where necessary with sales, service, finance and operations in an effort to solve order issues.4. Follow systems specifications and formalized representations of solutions (for example, flow charts, models) to configure systems that meet customer needs. 5. Liaise with product management to ensure that products and services are modified, configured, and installed according to customer needs. Work complexity and business impact: Works independently to complete given tasks and activities, solving daily technical sales issues. Job is mainly performed according to defined processes or work methods. Close supervision is provided when needed.Geographical scope: mainly nationalTypical minimum relevant experience required: less than 3 years, represents the typical entry level position

## Job Profile: Sales Support Engineer 2

Job Family: Sales Group / Sales

Summary: Provide technical advice to the sales team and customers to develop, sell, and successfully implement product or service solutions that will meet the customer's needs. 1. Prepare quotations to customers to meet their technical requirements and expectations, commercial conditions from sales, and delivery times from the factory.2. Respond to enquiries from the organization's sales force or customers about the technical aspects of the organization's products and services. 3. Support sales and the distribution channel and manage complaints and issues affecting customer orders, liaising where necessary with sales, service, finance and operations in an effort to solve order issues.4. Follow systems specifications and formalized representations of solutions (for example, flow charts, models) to configure systems that meet customer needs. 5. Liaise with product management to ensure that products and services are modified, configured, and installed according to customer needs. Work complexity and business impact: Works independently to complete given assignments, carrying out day-to-day technical sales activities. Analyses and improves current ways of working. May guide others within own area of expertise.Geographical scope: mainly nationalTypical minimum relevant experience required: 2-5 years

## Job Profile: Sales Support Engineer 3

Job Family: Sales Group / Sales

Summary: Provide technical advice to the sales team and customers to develop, sell, and successfully implement product or service solutions that will meet the customer's needs. 1. Prepare quotations to customers to meet their technical requirements and expectations, commercial conditions from sales, and delivery times from the factory.2. Respond to enquiries from the organization's sales force or customers about the technical aspects of the organization's products and services. 3. Support sales and the distribution channel and manage complaints and issues affecting customer orders, liaising where necessary with sales, service, finance and operations in an effort to solve order issues.4. Follow systems specifications and formalized representations of solutions (for example, flow charts, models) to configure systems that meet customer needs. 5. Liaise with product management to ensure that products and services are modified, configured, and installed according to customer needs. Work complexity and business impact: Works independently to complete given assignments and projects, dealing with demanding technical sales activities and providing senior level expertise. Guides and influences others within own area of expertise.Geographical scope: national/regionalTypical minimum relevant experience required: 4-7 years

## Job Profile: Sales Support Technician

Job Family: Sales Group / Sales

Summary: Provide technical assistance to support engineers or sales team and customers to sell and successfully implement product or service solutions that will meet the customer's needs. 1. Review standard quotations to customers to meet their technical requirements and expectations.2. Respond to enquiries from the organization's sales force or customers about the technical aspects of the organization's products and services. 3. Support sales and the distribution channel and supports handling complaints. 4. Liaise with sales support engineers and product management to ensure that products and services are modified, configured, and installed according to customer needs. Work complexity and business impact: Works independently to complete given tasks and activities, solving daily technical sales issues. Job is mainly performed according to defined processes or work methods. Close supervision is provided.Geographical scope: mainly nationalTypical minimum relevant experience required: 1-3 years

## Job Profile: Service Business Manager 1

Job Family: Service Group / Service

Summary: Responsible for developing the service concept, or other business concept, and managing the commercial aspects of the specific business 1. Develop and implement the strategic plan for the specific service offering, and



create and maintain the business case<sup>2</sup>. Gather requirements from prospects, evaluators and customers, and use those inputs to lead business development plans<sup>3</sup>. Act as a specialist point of contact for Sales and Services regarding solutions to be offered to customers<sup>4</sup>. Liaise with sales and marketing to design product launches, sales campaigns and sales collateral for the product/service that are effective and appropriate for the target audience. Work complexity and business impact: Works independently, or may lead small team, to complete given assignments and projects. Deals with standard service solutions. Guides and influences others within own area of expertise. Geographical scope: local/regional Typical minimum relevant experience required: 4-7 years

## Job Profile: Service Business Manager 2

Job Family: Service Group / Service

Summary: Responsible for developing the service concept, or other business concept, and managing the commercial aspects of the specific business<sup>1</sup>. Develop and implement the strategic plan for the specific service offering, and create and maintain the business case<sup>2</sup>. Gather requirements from prospects, evaluators and customers, and use those inputs to lead business development plans<sup>3</sup>. Act as a specialist point of contact for Sales and Services regarding solutions to be offered to customers<sup>4</sup>. Liaise with sales and marketing to design product launches, sales campaigns and sales collateral for the product/service that are effective and appropriate for the target audience. Work complexity and business impact: Works independently, or may lead small team, to complete given assignments and projects. Implements strategic plans, maintains business case for one or more standard service solutions, and provides senior level expertise. Guides and influences others within own area of expertise. Geographical scope: regional/global Typical minimum relevant experience required: 5-8 years

## Job Profile: Service Business Manager 3

Job Family: Service Group / Service

Summary: Responsible for developing the service concept, or other business concept, and managing the commercial aspects of the specific business<sup>1</sup>. Develop and implement the strategic plan for the specific service offering, and create and maintain the business case<sup>2</sup>. Gather requirements from prospects, evaluators and customers, and use those inputs to lead business development plans<sup>3</sup>. Act as a specialist point of contact for Sales and Services regarding solutions to be offered to customers<sup>4</sup>. Liaise with sales and marketing to design product launches, sales campaigns and sales collateral for the product/service that are effective and appropriate for the target audience. Work complexity and business impact: High individual responsibility of results. Implements strategic plans and maintains business case for one or more complex service solutions. Leads, guides and influences others when needed. Geographical scope: global Typical minimum relevant experience required: 7-10 years

## Job Profile: Service Engineer 1

Job Family: Service Group / Service

Summary: Provide advisory services to customers and/or third party contractors on existing and/or newly acquired equipment and components. <sup>1</sup>. Provide assistance for the installation and commissioning of any equipment and components. <sup>2</sup>. Carry out service calls on a preventative and reactive basis as required, undertaking service and repair of products and systems to deliver against customers' requirements. <sup>3</sup>. Keep accurate records regarding job progress, delays, problems, deliveries, changes, extras, and engineering and fabrication errors. <sup>4</sup>. Report back on the completed projects outlining the activities carried out, faults found during service and any future recommendations for improving the service offering. <sup>5</sup>. Train customer staff in methods to maintain and repair the equipment, to ensure knowledge is transferred. <sup>6</sup>. Conduct audits at customer sites to record and analyze process improvement opportunities. Work complexity and business impact: Works independently to complete given tasks and activities, solving daily basic technical service issues. Job is mainly performed according to defined processes or work methods. Close supervision is provided when needed. Geographical scope: mainly national Typical minimum relevant experience required: less than 3 years, represents the typical entry level position

## Job Profile: Service Engineer 1 (BC)

Job Family: Service Group / Service

Summary: Provide advisory services to customers and/or third party contractors on existing and/or newly acquired equipment and components. <sup>1</sup>. Provide assistance for the installation and commissioning of any equipment and components. <sup>2</sup>. Carry out service calls on a preventative and reactive basis as required, undertaking service and repair of products and systems to deliver against customers' requirements. <sup>3</sup>. Keep accurate records regarding job progress, delays, problems, deliveries, changes, extras, and engineering and fabrication errors. <sup>4</sup>. Report back on the completed projects outlining the activities carried out, faults found during service and any future recommendations for improving the service offering. <sup>5</sup>. Train customer staff in methods to maintain and repair the equipment, to ensure knowledge is transferred. <sup>6</sup>. Conduct audits at customer sites to record and analyze process improvement

opportunities. Work complexity and business impact: Works independently to complete given tasks and activities, solving daily basic technical service issues. Job is mainly performed according to defined processes or work methods. Close supervision is provided when needed. Geographical scope: mainly national Typical minimum relevant experience required: less than 3 years, represents the typical entry level position

## Job Profile: Service Engineer 2

Job Family: Service Group / Service

Summary: Provide advisory services to customers and/or third party contractors on existing and/or newly acquired equipment and components. 1. Provide assistance for the installation and commissioning of any equipment and components. 2. Carry out service calls on a preventative and reactive basis as required, undertaking service and repair of products and systems to deliver against customers' requirements. 3. Keep accurate records regarding job progress, delays, problems, deliveries, changes, extras, and engineering and fabrication errors. 4. Report back on the completed projects outlining the activities carried out, faults found during service and any future recommendations for improving the service offering. 5. Train customer staff in methods to maintain and repair the equipment, to ensure knowledge is transferred. 6. Conduct audits at customer sites to record and analyze process improvement opportunities. Work complexity and business impact: Works independently to complete given assignments, carrying out day-to-day servicing activities. Analyses and improves current ways of working and service delivery. May guide others within own area of expertise. Geographical scope: national/regional Typical minimum relevant experience required: 2-5 years

## Job Profile: Service Engineer 2 (BC)

Job Family: Service Group / Service

Summary: Provide advisory services to customers and/or third party contractors on existing and/or newly acquired equipment and components. 1. Provide assistance for the installation and commissioning of any equipment and components. 2. Carry out service calls on a preventative and reactive basis as required, undertaking service and repair of products and systems to deliver against customers' requirements. 3. Keep accurate records regarding job progress, delays, problems, deliveries, changes, extras, and engineering and fabrication errors. 4. Report back on the completed projects outlining the activities carried out, faults found during service and any future recommendations for improving the service offering. 5. Train customer staff in methods to maintain and repair the equipment, to ensure knowledge is transferred. 6. Conduct audits at customer sites to record and analyze process improvement opportunities. Work complexity and business impact: Works independently to complete given assignments, carrying out day-to-day servicing activities. Analyses and improves current ways of working and service delivery. May guide others within own area of expertise. Geographical scope: national/regional Typical minimum relevant experience required: 2-5 years

## Job Profile: Service Engineer 3

Job Family: Service Group / Service

Summary: Provide advisory services to customers and/or third party contractors on existing and/or newly acquired equipment and components. 1. Provide assistance for the installation and commissioning of any equipment and components. 2. Carry out service calls on a preventative and reactive basis as required, undertaking service and repair of products and systems to deliver against customers' requirements. 3. Keep accurate records regarding job progress, delays, problems, deliveries, changes, extras, and engineering and fabrication errors. 4. Report back on the completed projects outlining the activities carried out, faults found during service and any future recommendations for improving the service offering. 5. Train customer staff in methods to maintain and repair the equipment, to ensure knowledge is transferred. 6. Conduct audits at customer sites to record and analyze process improvement opportunities. Work complexity and business impact: Works independently to complete given assignments and projects, dealing with demanding servicing activities and providing senior level expertise. Guides and influences others within own area of expertise. Geographical scope: regional /global Typical minimum relevant experience required: 4-7 years

## Job Profile: Service Engineer 3 (BC)

Job Family: Service Group / Service

Summary: Provide advisory services to customers and/or third party contractors on existing and/or newly acquired equipment and components. 1. Provide assistance for the installation and commissioning of any equipment and components. 2. Carry out service calls on a preventative and reactive basis as required, undertaking service and repair of products and systems to deliver against customers' requirements. 3. Keep accurate records regarding job progress, delays, problems, deliveries, changes, extras, and engineering and fabrication errors. 4. Report back on the completed projects outlining the activities carried out, faults found during service and any future recommendations for

improving the service offering.5. Train customer staff in methods to maintain and repair the equipment, to ensure knowledge is transferred. 6. Conduct audits at customer sites to record and analyze process improvement opportunities. Work complexity and business impact: Works independently to complete given assignments and projects, dealing with demanding servicing activities and providing senior level expertise. Guides and influences others within own area of expertise.Geographical scope: regional /globalTypical minimum relevant experience required: 4-7 years

## Job Profile: Service Maintenance Worker

Job Family: Service Group / Service

Summary: Perform a range of service work in an industrial plant covering maintenance and repair of equipment.

1. Maintain, repair and service equipment used in the field operations to make sure safe and effective operation without lost time due to equipment failure.
2. Monitor and report equipment deviation from normal operating conditions.
3. Troubleshoot technical issues.

Work complexity and business impact: Works under moderate supervision. Problems are typically of a routine nature, but may at times require interpretation or deviation from standard procedures. Communicates information that requires some explanation or interpretation.

Geographical scope: local

Typical minimum relevant experience required: 1-3 years. Requires basic knowledge of job procedures and tools obtained through work experience.

## Job Profile: Service Manager 1

Job Family: Service Group / Service

Summary: Responsible for managing a Service business unit in respect of after-sales service to all customers. 1.

Work as a team with colleagues in Sales and Services to propose value added services and solutions to existing and new potential customers.2. Propose plans to improve service performance, through reviews of current performance and recommendations for improvements3. Oversees and provides operational framework as well as guidance based on service strategy. Accountable for budget and policy recommendations and implementation.4. Lead, direct, evaluate and develop a team of service employees to ensure performance against the agreed service standards.

Work complexity and business impact: Manages and controls the day-to-day service activities and budget of a small team of service employees within a single site.Geographical scope: local/nationalTypical minimum relevant experience required: 4-7 years

## Job Profile: Service Manager 2

Job Family: Service Group / Service

Summary: Responsible for managing a Service business unit in respect of after-sales service to all customers. 1.

Work as a team with colleagues in Sales and Services to propose value added services and solutions to existing and new potential customers.2. Propose plans to improve service performance, through reviews of current performance and recommendations for improvements3. Oversees and provides operational framework as well as guidance based on service strategy. Accountable for budget and policy recommendations and implementation.4. Lead, direct, evaluate and develop a team of service employees to ensure performance against the agreed service standards.

Work complexity and business impact: Manages the service activities of a mid-sized team of service employees or multiple small teams across different sites within a country or a number of countries. Responsible for organizing high quality service activities and managing budget to ensure service delivery according to plan. Geographical scope: national/subregionalTypical minimum relevant experience required: 5-8 years

## Job Profile: Service Manager 3

Job Family: Service Group / Service

Summary: Responsible for managing a Service business unit in respect of after-sales service to all customers. 1.

Work as a team with colleagues in Sales and Services to propose value added services and solutions to existing and new potential customers.2. Propose plans to improve service performance, through reviews of current performance and recommendations for improvements3. Oversees and provides operational framework as well as guidance based on service strategy. Accountable for budget and policy recommendations and implementation.4. Lead, direct, evaluate and develop a team of service employees to ensure performance against the agreed service standards.

Work complexity and business impact: Leads the service activities and budget of a large, complex team of service employees or multiple teams across different sites across different countries. Responsible for organizing complex service activities through subordinate managers, and ensuring service delivery according to plan.Geographical scope: subregional/regionalTypical minimum relevant experience required: 7-10 years

## Job Profile: Service Supervisor 1

Job Family: Service Group / Service

Summary: Responsible for the day-to-day operations and supervision of a team of service employees. 1. Co-ordinate specific labor requirements within departments. 2. Ensure service work is conducted in compliance with applicable regulations, and encourage accurate Safety practices. 3. Monitor and manage service employees' day to day performance to ensure service quality standards. 4. Provide internal, accurate, professional documents (such as checklists and corrective action reports). 5. Lead, direct, evaluate, and develop a team of service technicians. Work complexity and business impact: Supervises and monitors day-to-day service delivery of a small team of up to 15 employees. Geographical scope: local/national. Typical minimum relevant experience required: 2-5 years

## Job Profile: Service Supervisor 1 (BC)

Job Family: Service Group / Service

Summary: Responsible for the day-to-day operations and supervision of a team of service employees. 1. Co-ordinate specific labor requirements within departments. 2. Ensure service work is conducted in compliance with applicable regulations, and encourage accurate Safety practices. 3. Monitor and manage service employees' day to day performance to ensure service quality standards. 4. Provide internal, accurate, professional documents (such as checklists and corrective action reports). 5. Lead, direct, evaluate, and develop a team of service technicians. Work complexity and business impact: Supervises and monitors day-to-day service delivery of a small team of up to 15 employees. Geographical scope: local/national. Typical minimum relevant experience required: 2-5 years

## Job Profile: Service Supervisor 2

Job Family: Service Group / Service

Summary: Responsible for the day-to-day operations and supervision of a team of service employees. 1. Co-ordinate specific labor requirements within departments. 2. Ensure service work is conducted in compliance with applicable regulations, and encourage accurate Safety practices. 3. Monitor and manage service employees' day to day performance to ensure service quality standards. 4. Provide internal, accurate, professional documents (such as checklists and corrective action reports). 5. Lead, direct, evaluate, and develop a team of service technicians. Work complexity and business impact: Supervises and monitors day-to-day service operations of a large team of more than 15 employees. Geographical scope: local/national. Typical minimum relevant experience required: 4-7 years

## Job Profile: Service Technician 1

Job Family: Service Group / Service

Summary: Maintain, repair and service customer production equipment and systems. 1. Install, service, and upgrade equipment in accordance with detailed instructions and work orders. 2. Perform scheduled maintenance on customer installations to ensure that equipment continues to perform reliably. 3. Maintain accurate service records so that the performance of equipment can be monitored. Work complexity and business impact: Works independently to complete given tasks and activities, solving daily technical maintenance issues related to processes, machinery, or tools. Job is mainly performed according to defined processes or work methods. Close supervision is provided when needed. Geographical scope: mainly national. Typical minimum relevant experience required: 1-3 years

## Job Profile: Service Technician 1 (BC)

Job Family: Service Group / Service

Summary: Maintain, repair and service customer production equipment and systems. 1. Install, service, and upgrade equipment in accordance with detailed instructions and work orders. 2. Perform scheduled maintenance on customer installations to ensure that equipment continues to perform reliably. 3. Maintain accurate service records so that the performance of equipment can be monitored. Work complexity and business impact: Works independently to complete given tasks and activities, solving daily technical maintenance issues related to processes, machinery, or tools. Job is mainly performed according to defined processes or work methods. Close supervision is provided when needed. Geographical scope: mainly national. Typical minimum relevant experience required: 1-3 years

## Job Profile: Service Technician 2

Job Family: Service Group / Service

Summary: Maintain, repair and service customer production equipment and systems. 1. Install, service, and upgrade equipment in accordance with detailed instructions and work orders. 2. Perform scheduled maintenance on customer installations to ensure that equipment continues to perform reliably. 3. Maintain accurate service records so that the

performance of equipment can be monitored. Work complexity and business impact: Works independently to complete given assignments, dealing with complex maintenance and repair work for complex equipment and systems. May guide others within own area of expertise. Geographical scope: national/regional Typical minimum relevant experience required: 2-5 years

### Job Profile: Service Technician 2 (BC)

Job Family: Service Group / Service

Summary: Maintain, repair and service customer production equipment and systems 1. Install, service, and upgrade equipment in accordance with detailed instructions and work orders. 2. Perform scheduled maintenance on customer installations to ensure that equipment continues to perform reliably. 3. Maintain accurate service records so that the performance of equipment can be monitored. Work complexity and business impact: Works independently to complete given assignments, dealing with complex maintenance and repair work for complex equipment and systems. May guide others within own area of expertise. Geographical scope: national/regional Typical minimum relevant experience required: 2-5 years

### Job Profile: Site Assembler 1

Job Family: Service Group / Service

Summary: Assemble products according to production specifications, drawings, and project schedules.

1. Assemble machines/components at customers sites according to project schedule and to maintain quality standards.
2. Responsible to carry out tasks in a safe way. Carry out/participate in safety walks and risk analysis. Responsible for investigation and reporting of work-related injuries and accidents/near misses according to internal routines.
3. Within own area of responsibility, responsible for control of lifting devices, scaffolding, ladders and technical equipment.
4. Responsible for keeping certifications/trainings up to date.
5. Maintain contact with the project organization (Delivery Management, Engineering, Supply Chain, Shipping, Quality) in accordance to assigned projects.

Work complexity and business impact: Works under limited supervision for routine situations. Provides assistance and training to lower level employees. Problems are typically non-routine and require analysis to understand.

Geographical scope: local

Typical minimum relevant experience required: 3-5 years. Requires broad knowledge of operational procedures and tools obtained through extensive work experience.

### Job Profile: Site Assembler 2

Job Family: Service Group / Service

Summary: Assemble products according to production specifications, drawings, and project schedules.

1. Assemble machines/components at customers sites according to project schedule and to maintain quality standards.
2. Responsible to carry out tasks in a safe way. Carry out/participate in safety walks and risk analysis. Responsible for investigation and reporting of work-related injuries and accidents/near misses according to internal routines.
3. Within own area of responsibility, responsible for control of lifting devices, scaffolding, ladders and technical equipment.
4. Responsible for keeping certifications/trainings up to date.
5. Maintain contact with the project organization (Delivery Management, Engineering, Supply Chain, Shipping, Quality) in accordance to assigned projects.

Work complexity and business impact: Working under limited supervision for non-routine situations and may be responsible for leading daily operations. Training, delegating and reviewing the work of lower level employees. Problems are typically difficult and non-routine but not complex.

Geographical scope: local

Typical minimum relevant experience required: 5-7 years. Requires advanced knowledge of operational procedures and tools obtained through extensive work experience.

### Job Profile: Site Manager 1

Job Family: Project Management Group / Project Management

Summary: Responsible for coordinating and managing all on site operations to ensure the deliveries meet the quality, time and budget targets. 1. Coordinate and control all aspects of the site including planning work, arranging delivery of materials and managing a range of subcontractors. 2. Set, monitor and report the performance of the site against standards and targets in areas such as manufacturing and administration efficiency, cost control and sales revenue. 3.



Develop and implement a variety of operating policies and procedures (in conjunction with subject matter experts) to ensure that the site meets project targets and quality standards.4. Coordinate pre-site and on-site meetings with a range of professionals, including surveyors, contract administrators, site foremen, subcontractors, and the customer who has commissioned the work.5. Responsible for ensuring regular site safety checks are conducted and maintaining strict quality control procedures including regular testing of materials, visual inspections of work, and frequent tours of the site. Work complexity and business impact: Manages and controls day-to-day operations, capital and budget of a small team of project site employees within a single site.Geographical scope: national/regionalTypical minimum relevant experience required: 4-7 years

## Job Profile: Site Manager 2

Job Family: Project Management Group / Project Management

Summary: Responsible for coordinating and managing all on site operations to ensure the deliveries meet the quality, time and budget targets. 1. Coordinate and control all aspects of the site including planning work, arranging delivery of materials and managing a range of subcontractors.2. Set, monitor and report the performance of the site against standards and targets in areas such as manufacturing and administration efficiency, cost control and sales revenue.3. Develop and implement a variety of operating policies and procedures (in conjunction with subject matter experts) to ensure that the site meets project targets and quality standards.4. Coordinate pre-site and on-site meetings with a range of professionals, including surveyors, contract administrators, site foremen, subcontractors, and the customer who has commissioned the work.5. Responsible for ensuring regular site safety checks are conducted and maintaining strict quality control procedures including regular testing of materials, visual inspections of work, and frequent tours of the site. Work complexity and business impact: Manages and controls complex on-site operations, capital and budget of a large team of project site employees.Geographical scope: regional/globalTypical minimum relevant experience required: 5-8 years

## Job Profile: Site Supervisor 1

Job Family: Project Management Group / Project Management

Summary: Responsible for coordinating all on site operations to ensure the deliveries meet the quality and time targets. 1. Coordinate and control the site including planning work, managing a range of subcontractors.2. Implement a variety of operating policies and procedures (in conjunction with subject matter experts) to ensure that the site meets project targets and quality standards.3. Coordinate pre-site and on-site meetings with a range of professionals, including surveyors, contract administrators, site foremen, subcontractors, and the customer who has commissioned the work.4. Responsible for ensuring regular site safety checks are conducted and maintaining strict quality control procedures including regular testing of materials, visual inspections of work, and frequent tours of the site. Work complexity and business impact: Supervises and monitors day-to-day on-site operations of a small project site or a part of operations on a large site.Geographical scope: national/regionalTypical minimum relevant experience required: 2-5 years

## Job Profile: Site Supervisor 2

Job Family: Project Management Group / Project Management

Summary: Responsible for coordinating all on site operations to ensure the deliveries meet the quality and time targets. 1. Coordinate and control the site including planning work, managing a range of subcontractors.2. Implement a variety of operating policies and procedures (in conjunction with subject matter experts) to ensure that the site meets project targets and quality standards.3. Coordinate pre-site and on-site meetings with a range of professionals, including surveyors, contract administrators, site foremen, subcontractors, and the customer who has commissioned the work.4. Responsible for ensuring regular site safety checks are conducted and maintaining strict quality control procedures including regular testing of materials, visual inspections of work, and frequent tours of the site. Work complexity and business impact: Supervises and monitors day-to-day on-site operations of a large project site.Geographical scope: national/regionalTypical minimum relevant experience required: 4-7 years

## Job Profile: Start-up Engineer 1

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Participate to planning, testing and start-up of equipment / processes and training of customers as well as providing services to site personnel within the delivery scope. 1. Participation to initial planning, customer training and workshop testing of equipment / processes within the delivery scope.2. Site phase; testing, start-up and adjustment of equipment / processes in co-operation with site personnel and providing (process) training to customer operators.3. During site phase conducting check sheets and a log as well as providing reviews and reports to the team. May also look after cost effectiveness of activities at the site.4. After the site phase conducting a summary report of completion and deliverables.5. Ensuring that necessary permits, licenses and other compliance requirements are in place prior to

commencement of any start-up activities.6. May participate to authentication of warranties. Work complexity and business impact: Works independently to complete day-to-day start-up activities that require knowledge of more than one engineering discipline. May guide others within own area of expertise.Geographical scope: national / regionalTypical minimum relevant experience required: 2-5 years

## Job Profile: Start-up Engineer 2

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Participate to planning, testing and start-up of equipment / processes and training of customers as well as providing services to site personnel within the delivery scope. 1. Participation to initial planning, customer training and workshop testing of equipment / processes within the delivery scope.2. Site phase; testing, start-up and adjustment of equipment / processes in co-operation with site personnel and providing (process) training to customer operators.3. During site phase conducting check sheets and a log as well as providing reviews and reports to the team. May also look after cost effectiveness of activities at the site.4. After the site phase conducting a summary report of completion and deliverables.5. Ensuring that necessary permits, licenses and other compliance requirements are in place prior to commencement of any start-up activities.6. May participate to authentication of warranties. Work complexity and business impact: Works independently to complete demanding start-up activities that requires knowledge of more than one engineering discipline. May be responsible for a section of a customer project. Guides and influences others within own area of expertise.Geographical scope: regional /globalTypical minimum relevant experience required: 4-7 years

## Job Profile: Tax Manager 1

Job Family: Finance & Accounting Group / Other F&A subfamilies

Summary: Implement the organization's tax strategy to optimize the amount of tax the company pays and ensure it complies with all relevant local and international tax laws and regulations.

1. Direct a variety of tax-related activities in accordance with the overall tax strategy to ensure that the organization meets its tax obligations and objectives. These activities may include: tax planning; research; compliance; tax submissions, reporting and filings; auditing and communicating with external tax agencies.
2. Liaise between functional and business leaders and legal companies to ensure that tax requirements are met and that the organization's current or proposed activities, policies, business practices, and transactions comply with all relevant laws and regulations for the respective country
3. Ensure that all tax returns, tax declarations, and other required reports are submitted accurately and on time according to the requirements of the various countries in which the company operates.
4. Advise senior management on tax matters and on the potential impact of current and future laws and regulations on the operation of the organization.
5. Select, and manage ongoing relationships with external consultants and advisors (for example tax advisors) to ensure the organization receives satisfactory standards of service.

Work complexity and business impact: Works independently to complete given assignments and projects, implementing organization's tax strategy to optimize taxation and ensuring compliance to laws within own area of responsibility. Guides and influences others within own area of expertise.

Geographical scope: national/regional/global

Typical minimum relevant experience required: 5-8 years

## Job Profile: Tax Manager 2

Job Family: Finance & Accounting Group / Other F&A subfamilies

Summary: Implement the organization's tax strategy to optimize the amount of tax the company pays and ensure it complies with all relevant local and international tax laws and regulations.

1. Direct a variety of tax-related activities in accordance with the overall tax strategy to ensure that the organization meets its tax obligations and objectives. These activities may include: tax planning; research; compliance; tax submissions, reporting and filings; auditing and communicating with external tax agencies.
2. Liaise between functional and business leaders and legal companies to ensure that tax requirements are met and that the organization's current or proposed activities, policies, business practices, and transactions comply with all relevant laws and regulations for the respective country
3. Ensure that all tax returns, tax declarations, and other required reports are submitted accurately and on time according to the requirements of the various countries in which the company operates.
4. Advise senior management on tax matters and on the potential impact of current and future laws and regulations on the operation of the organization.
5. Select, and manage ongoing relationships with external consultants and advisors (for example tax advisors) to ensure the organization receives satisfactory standards of service.

Work complexity and business impact: Manages a team to complete assignments and projects, implementing organization's tax strategy to optimize taxation and ensuring compliance to laws. Guides and influences others within own area of expertise.

Geographical scope: global

Typical minimum relevant experience required: 7-10 years

### Job Profile: Tax Specialist 1

Job Family: Finance & Accounting Group / Other F&A subfamilies

Summary: Conduct daily tax related operations and transactions in an accurate and timely manner

1. Calculation of tax liabilities, tax form preparation, and external filing/reporting
2. Conduct tax research, analysis, and interpretation for purposes of compliance, tax planning, and optimization
3. Tax-specific transaction recording and records maintenance

Work complexity and business impact: Works independently to complete given tasks and activities, conducting day-to-day tax-specific activities. Job is partly based on routines. Close supervision is provided when needed.

Geographical scope: national/regional/global

Typical minimum relevant experience required: less than 3 years, represents the typical entry level position

### Job Profile: Tax Specialist 2

Job Family: Finance & Accounting Group / Other F&A subfamilies

Summary: Job Profile Summary

Conduct daily tax related operations and transactions in an accurate and timely manner

1. Calculation of tax liabilities, tax form preparation, and external filing/reporting
2. Conduct tax research, analysis, and interpretation for purposes of compliance, tax planning, and optimization
3. Tax-specific transaction recording and records maintenance

Work complexity and business impact: Works independently to complete given assignments, undertaking demanding and/or complex tax-specific operations. Analyses and improves current ways of working. May guide others within own area of expertise.

Geographical scope: national/regional/global

Typical minimum relevant experience required: 4-7 years

### Job Profile: Technical Support Supervisor 1

Job Family: Engineering Group / Engineering

Summary: Responsible for the day-to-day operations and supervision of a team of engineering support employees. 1. Responsible for supervising and planning daily work of engineering support department, including for example drawings, documents and printing, and ensuring compliance with applicable regulations. 2. Liaise with engineering department to ensure documentations meet quality regulations and standards. 3. Conduct and introduce the operating manuals and training materials. 4. Lead, direct, evaluate, and develop a team of engineering support employees.

Work complexity and business impact: Supervises and monitors day-to-day engineering support operations of a small team of up to 15 employees. Geographical scope: mainly national Typical minimum relevant experience required: 1-3 years

### Job Profile: Technical Support Supervisor 2

Job Family: Engineering Group / Engineering

Summary: Responsible for the day-to-day operations and supervision of a team of engineering support employees. 1. Responsible for supervising and planning daily work of engineering support department, including for example drawings, documents and printing, and ensuring compliance with applicable regulations. 2. Liaise with engineering department to ensure documentations meet quality regulations and standards. 3. Conduct and introduce the operating manuals and training materials. 4. Lead, direct, evaluate, and develop a team of engineering support employees.

Work complexity and business impact: Supervises and monitors day-to-day engineering support operations of a complex, large team of more than 15 employees. Geographical scope: mainly national Typical minimum relevant experience required: 2-5 years

### Job Profile: Trainee, Administration

Job Family: Administration Group / Administration

Summary: Performs routine support tasks. Typical examples: short-term trainee, summer trainee etc. Work complexity and business impact: Works to complete given tasks and activities. Job is performed according to defined processes or work methods. Close supervision is provided. Geographical scope: mainly national Typical minimum relevant experience required: no experience

### Job Profile: Trainee, Business Development

Job Family: Business Development Group / Business Development

Summary: Performs routine support tasks. Typical examples: short-term trainee, summer trainee etc. Work complexity and business impact: Works to complete given tasks and activities. Job is performed according to defined processes or work methods. Close supervision is provided.

Geographical scope: mainly national

Typical minimum relevant experience required: no experience

### Job Profile: Trainee, Engineering

Job Family: Engineering Group / Engineering

Summary: Provide support to engineers by performing basic engineering work. Applying basic knowledge of mechanical, electronic, chemical, process, or system engineering . 1. Perform standard technical calculations and prepare standard operation sheets. 2. Assist in monitoring engineering processes and work methods3. Collect, compile, and analyze relevant data to identify opportunities to improve engineering processes. Work complexity and business impact: Works to complete given tasks and activities, performing daily operational engineering tasks and focusing on basic engineering. Job is mainly performed according to defined processes or work methods. Close supervision is provided. Geographical scope: mainly national Typical minimum relevant experience required: no experience, represents the typical trainee position

### Job Profile: Trainee, Finance & Accounting

Job Family: Finance & Accounting Group / Finance & Accounting

Summary: Performs routine support tasks. Typical examples: short-term trainee, summer trainee etc. Work complexity and business impact: Works to complete given tasks and activities. Job is performed according to defined processes or work methods. Close supervision is provided.

Geographical scope: mainly national

Typical minimum relevant experience required: no experience

### Job Profile: Trainee, Human Resources

Job Family: Human Resources Group / Human Resources

Summary: Performs routine support tasks. Typical examples: short-term trainee, summer trainee etc. Work complexity and business impact: Works to complete given tasks and activities. Job is performed according to defined processes or work methods. Close supervision is provided.

Geographical scope: mainly national

Typical minimum relevant experience required: no experience

### Job Profile: Trainee, Information Technology

Job Family: Information Technology Group / Information Technology

Summary: Performs routine support tasks. Typical examples: short-term trainee, summer trainee etc. Work complexity and business impact: Works to complete given tasks and activities. Job is performed according to defined processes or work methods. Close supervision is provided.

Geographical scope: mainly national

Typical minimum relevant experience required: no experience

### Job Profile: Trainee, Legal

Job Family: Legal Group / Legal

Summary: Performs routine support tasks. Typical examples: short-term trainee, summer trainee etc. Work complexity and business impact: Works to complete given tasks and activities. Job is performed according to defined processes or work methods. Close supervision is provided.

Geographical scope: mainly national

Typical minimum relevant experience required: no experience

### Job Profile: Trainee, Marketing & Communications

Job Family: Marketing & Communications Group / Marketing & Communications

Summary: Performs routine support tasks. Typical examples: short-term trainee, summer trainee etc. Work complexity and business impact: Works to complete given tasks and activities. Job is performed according to defined processes or work methods. Close supervision is provided.

Geographical scope: mainly national

Typical minimum relevant experience required: no experience

### Job Profile: Trainee, Operations & Manufacturing

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Performs routine support tasks. Typical examples: short-term trainee, summer trainee etc. Work complexity and business impact: Works to complete given tasks and activities. Job is performed according to defined processes or work methods. Close supervision is provided.

Geographical scope: mainly national

Typical minimum relevant experience required: no experience

### Job Profile: Trainee, Operations & Manufacturing (BC)

Job Family: Operations & Manufacturing Group / Operations & Manufacturing

Summary: Job Profile Summary

Performs routine support tasks. Typical examples: short-term trainee, summer trainee etc. Work complexity and business impact: Works to complete given tasks and activities. Job is performed according to defined processes or work methods. Close supervision is provided.

Geographical scope: mainly national

Typical minimum relevant experience required: no experience

### Job Profile: Trainee, Procurement & Logistics

Job Family: Procurement & Logistics Group / Procurement & Logistics

Summary: Performs routine support tasks. Typical examples: short-term trainee, summer trainee etc. Work complexity and business impact: Works to complete given tasks and activities. Job is performed according to defined processes or work methods. Close supervision is provided.

Geographical scope: mainly national

Typical minimum relevant experience required: no experience

### Job Profile: Trainee, Procurement & Logistics (BC)

Job Family: Procurement & Logistics Group / Procurement & Logistics

Summary: Performs routine support tasks. Typical examples: short-term trainee, summer trainee etc.

Work complexity and business impact: Works to complete given tasks and activities. Job is performed according to defined processes or work methods. Close supervision is provided.

Geographical scope: mainly national

Typical minimum relevant experience required: no experience

### Job Profile: Trainee, Project Management

Job Family: Project Management Group / Project Management

Summary: Performs routine support tasks. Typical examples: short-term trainee, summer trainee etc. Work complexity and business impact: Works to complete given tasks and activities. Job is performed according to defined processes or work methods. Close supervision is provided.

Geographical scope: mainly national

Typical minimum relevant experience required: no experience

### Job Profile: Trainee, Quality & HSE

Job Family: Quality & HSE Group / Quality & HSE

Summary: Performs routine support tasks. Typical examples: short-term trainee, summer trainee etc. Work



complexity and business impact: Works to complete given tasks and activities. Job is performed according to defined processes or work methods. Close supervision is provided.  
Geographical scope: mainly national  
Typical minimum relevant experience required: no experience

### Job Profile: Trainee, Quality & HSE (BC)

Job Family: Quality & HSE Group / Quality & HSE  
Summary: Performs routine support tasks. Typical examples: short-term trainee, summer trainee etc. Work complexity and business impact: Works to complete given tasks and activities. Job is performed according to defined processes or work methods. Close supervision is provided.  
Geographical scope: mainly national  
Typical minimum relevant experience required: no experience

### Job Profile: Trainee, R&D

Job Family: Research & Development Group / Research & Development  
Summary: Performs routine support tasks. Typical examples: short-term trainee, summer trainee etc. Work complexity and business impact: Works to complete given tasks and activities. Job is performed according to defined processes or work methods. Close supervision is provided.  
Geographical scope: mainly national  
Typical minimum relevant experience required: no experience

### Job Profile: Trainee, Sales

Job Family: Sales Group / Sales  
Summary: Performs routine support tasks. Typical examples: short-term trainee, summer trainee etc. Work complexity and business impact: Works to complete given tasks and activities. Job is performed according to defined processes or work methods. Close supervision is provided.  
Geographical scope: mainly national  
Typical minimum relevant experience required: no experience

### Job Profile: Trainee, Service

Job Family: Service Group / Service  
Summary: Performs routine support tasks. Typical examples: short-term trainee, summer trainee etc. Work complexity and business impact: Works to complete given tasks and activities. Job is performed according to defined processes or work methods. Close supervision is provided.  
Geographical scope: mainly national  
Typical minimum relevant experience required: no experience

### Job Profile: Trainee, Service (BC)

Job Family: Service Group / Service  
Summary: Performs routine support tasks. Typical examples: short-term trainee, summer trainee etc.  
Work complexity and business impact: Works to complete given tasks and activities. Job is performed according to defined processes or work methods. Close supervision is provided.  
Geographical scope: mainly national  
Typical minimum relevant experience required: no experience

### Job Profile: Translator 1

Job Family: Administration Group / Administration  
Summary: Responsible for the delivery of translation services. 1. Translate material of normal to high complexity for internal use and/or external communications. 2. Work independently and handle confidential information. 3. Conduct terminological and linguistic research; may make revisions to translations of varying complexity. 4. May assign and monitor work undertaken by outside agencies. Work complexity and business impact: Works independently to complete given tasks and activities, translating simple to moderately complex material and performing related clerical duties. Job is mainly performed according to defined processes or work methods. Close supervision is provided when needed. Geographical scope: local/national/regional  
Typical minimum relevant experience required: 1-3 years

### Job Profile: Translator 2

Job Family: Administration Group / Administration

Summary: Responsible for the delivery of translation services. 1. Translate material of normal to high complexity for internal use and/or external communications.2. Work independently and handle confidential information.3. Conduct terminological and linguistic research; may make revisions to translations of varying complexity.4. May assign and monitor work undertaken by outside agencies. Work complexity and business impact: Works independently to complete given assignments, translating material of normal to high complexity, specialization or urgency. May perform interpretation functions, or higher than normal rate of translations.Geographical scope: national/regionalTypical minimum relevant experience required: 2-5 years

### Job Profile: Translator 3

Job Family: Administration Group / Administration

Summary: Responsible for the delivery of translation services. 1. Translate material of normal to high complexity for internal use and/or external communications.2. Work independently and handle confidential information.3. Conduct terminological and linguistic research; may make revisions to translations of varying complexity.4. May assign and monitor work undertaken by outside agencies. Work complexity and business impact: Works independently to complete given assignments. Revises work of other translators by analyzing, correcting and advising on work assignments. Supervises translators to ensure compliance with prescribed qualitative and quantitative production standards. May perform simultaneous interpretation duties.Geographical scope: national/regionalTypical minimum relevant experience required: 4-6 years

### Job Profile: Treasury Manager 1

Job Family: Finance & Accounting Group / Treasury

Summary: Manage the organization's cash flow and borrowings so that there are sufficient funds for it to conduct its daily activities and meet its financial obligations.

1. Monitor the performance and security of credit, working, and depository accounts held with local and international banking and investment institutions.
2. Evaluate and recommend investment options, funding sources, and financial instruments that will meet the organization's treasury objectives.
3. Establish and maintain positive, ongoing relationships with the external financial community.
4. Lead, direct, evaluate, and develop a team of finance professionals to ensure that treasury activities are conducted effectively and ethically and comply with the organization's policies and standards as well as relevant regulations and laws.

Work complexity and business impact: Manages the treasury activities for an assigned unit. Guides and influences others within own area of expertise, and may supervise a small team.

Geographical scope: regional

Typical minimum relevant experience required: 5-8 years

### Job Profile: Treasury Manager 2

Job Family: Finance & Accounting Group / Treasury

Summary: Manage the organization's cash flow and borrowings so that there are sufficient funds for it to conduct its daily activities and meet its financial obligations.

1. Monitor the performance and security of credit, working, and depository accounts held with local and international banking and investment institutions.
2. Evaluate and recommend investment options, funding sources, and financial instruments that will meet the organization's treasury objectives.
3. Establish and maintain positive, ongoing relationships with the external financial community.
4. Lead, direct, evaluate, and develop a team of finance professionals to ensure that treasury activities are conducted effectively and ethically and comply with the organization's policies and standards as well as relevant regulations and laws.

Work complexity and business impact: Manages the treasury activities for an assigned unit with a team of less than 10 employees. Coaches team members in skills, and schedules, allocates and monitors work of the team.

Geographical scope: regional/globalTypical

Minimum relevant experience required: 7-10 years

## Job Profile: Treasury Specialist 1

Job Family: Finance & Accounting Group / Treasury

Summary: Conduct daily treasury operations and transactions in an accurate and timely manner.

1. Analyze the organization's revenues, liabilities, credit conditions, and other financial indicators to forecast the organization's short, medium, and long-term cash flow position.
2. Research financial institution products, investment options, funding sources, and financial instruments so that senior management has accurate and timely information for evaluating alternatives.
3. Record daily cash transactions and compile, verify, and analyze cash flow information to prepare accurate daily, weekly, and monthly cash status reports.

Work complexity and business impact: Works independently following established procedures and guidelines to complete given tasks. Job is highly based on routines. Close supervision is provided.

Geographical scope: mainly national

Typical minimum relevant experience required: less than 1 year, represents typical entry level position.

## Job Profile: Treasury Specialist 2

Job Family: Finance & Accounting Group / Treasury

Summary: Conduct daily treasury operations and transactions in an accurate and timely manner

1. Analyze the organization's revenues, liabilities, credit conditions, and other financial indicators to forecast the organization's short, medium, and long-term cash flow position.
2. Research financial institution products, investment options, funding sources, and financial instruments so that senior management has accurate and timely information for evaluating alternatives.
3. Record daily cash transactions and compile, verify, and analyze cash flow information to prepare accurate daily, weekly, and monthly cash status reports.

Work complexity and business impact: Works independently to complete given tasks and activities, conducting day-to-day treasury activities. Job is partly based on routines. Close supervision is provided when needed.

Geographical scope: national/regional/global

Typical minimum relevant experience required: 1 - 3 years

## Job Profile: Treasury Specialist 3

Job Family: Finance & Accounting Group / Treasury

Summary: Conduct daily treasury operations and transactions in an accurate and timely manner

1. Analyze the organization's revenues, liabilities, credit conditions, and other financial indicators to forecast the organization's short, medium, and long-term cash flow position.
2. Research financial institution products, investment options, funding sources, and financial instruments so that senior management has accurate and timely information for evaluating alternatives.
3. Record daily cash transactions and compile, verify, and analyze cash flow information to prepare accurate daily, weekly, and monthly cash status reports.

Work complexity and business impact: Works independently to complete given assignments, undertaking demanding and/or complex treasury operations. Analyses and improves current ways of working. May guide others within own area of expertise.

Geographical scope: national/regional/global

Typical minimum relevant experience required: 4-7 years

## Job Profile: Unit IT Manager 1

Job Family: Information Technology Group / Information Technology

Summary: Responsible for the activities related to IT in specified organization unit(s), involving the definition, development, selection of hardware, software and supplies, maintenance and operation of systems, as well as conducting studies and implementing new procedures and techniques. 1. Plan and coordinate investigations, feasibility studies and surveys of proposed and existing information systems for local infrastructure and applications for agreement with senior management. 2. Sets policies and procedures, technical standards and methods, and security controls of information systems. 3. Guide the installation and use of computing equipment and software. 4. Maintain an up-to-date knowledge of new equipment, systems and programming techniques appropriate to the organization. 5. Lead, coordinate and develop a team of information systems professionals and support staff to ensure that information systems are supported effectively and within budget. Work complexity and business impact:

Manages the IT activities of a team of less than 10 employees for an assigned geography. Coaches team members in skills, and schedules, allocates and monitors work of the team. Geographical scope: local /national Typical minimum relevant experience required: 4-7 years

### Job Profile: Unit IT Manager 2

Job Family: Information Technology Group / Information Technology

Summary: Responsible for the activities related to IT in specified organization unit(s), involving the definition, development, selection of hardware, software and supplies, maintenance and operation of systems, as well as conducting studies and implementing new procedures and techniques. 1. Plan and coordinate investigations, feasibility studies and surveys of proposed and existing information systems for local infrastructure and applications for agreement with senior management. 2. Sets policies and procedures, technical standards and methods, and security controls of information systems. 3. Guide the installation and use of computing equipment and software. 4. Maintain an up-to-date knowledge of new equipment, systems and programming techniques appropriate to the organization. 5. Lead, coordinate and develop a team of information systems professionals and support staff to ensure that information systems are supported effectively and within budget. Work complexity and business impact: Manages the IT activities of a mid-sized unit or multiple units for an assigned geography. Leads a mid-sized team in a single site or multiple teams which may span more than one country of typically 10-25 employees and determines team structure and roles of members. Geographical scope: national/subregional Typical minimum relevant experience required: 5-8 years

### Job Profile: Warehouse Manager 1

Job Family: Procurement & Logistics Group / Warehousing

Summary: Responsible for optimizing, planning, and monitoring of all activities in the warehouse. 1. Direct and control warehouse activities to ensure the efficient and economical utilization of facilities for storing and distributing material goods (raw materials, finished products, tool and packaging materials). 2. Plan and schedule the inventory to meet the organization's needs by overseeing the ordering of products; and assist in coordinating delivery schedules with shippers and customers. 3. Ensure that incoming material is inspected for conformity with order specifications and checked for defects. 4. Develop and recommend improvements in warehouse practices to promote efficiency, faster service, and lower costs. 5. Manage the warehouse staff activities to ensure that the team's resources are used effectively and that work schedules and targets are met. 6. Monitor staff to ensure that all machines and equipment are operated in a safe manner. Work complexity and business impact: Manages a small team of warehouse supervisors and workers to ensure efficient warehouse solutions are provided. Develops and implements tactical warehouse management activities for a single site that has some impact on the business unit results. Geographical scope: mainly national Typical minimum relevant experience required: 4-7 years

### Job Profile: Warehouse Manager 2

Job Family: Procurement & Logistics Group / Warehousing

Summary: Responsible for optimizing, planning, and monitoring of all activities in the warehouse. 1. Direct and control warehouse activities to ensure the efficient and economical utilization of facilities for storing and distributing material goods (raw materials, finished products, tool and packaging materials). 2. Plan and schedule the inventory to meet the organization's needs by overseeing the ordering of products; and assist in coordinating delivery schedules with shippers and customers. 3. Ensure that incoming material is inspected for conformity with order specifications and checked for defects. 4. Develop and recommend improvements in warehouse practices to promote efficiency, faster service, and lower costs. 5. Manage the warehouse staff activities to ensure that the team's resources are used effectively and that work schedules and targets are met. 6. Monitor staff to ensure that all machines and equipment are operated in a safe manner. Work complexity and business impact: Manages a team of warehouse supervisors and workers to ensure efficient warehouse solutions are provided. Develops and implements tactical warehouse management activities for a single large site or across multiple sites within a country that have considerable impact on the business unit. Geographical scope: national/sub-regional Typical minimum relevant experience required: 5-8 years

### Job Profile: Warehouse Supervisor 1

Job Family: Procurement & Logistics Group / Warehousing

Summary: Supervise warehouse workers in accordance with plant policies and procedures. Ensure smooth material flow during shift. 1. Ensure that there is sufficient inventory to meet the organization's needs by ordering products; and managing out-of-stock over-stocked products. 2. Supervise staff to ensure that all warehouse activities, and all machines and equipment operated, safely and train new workers in the organization's operating procedures and standards. 3. Prioritize and assign tasks to ensure that the team's resources are used effectively and that work

schedules and targets are met. 4. Enter data into a database or other computerized system to maintain up-to-date stock records; retrieve stored information; place orders; or respond to enquiries (for example on inventory levels or delivery schedules.) 5. Monitor the effectiveness of operating procedures, space utilization, and protection of equipment and make recommendations for improvements. Work complexity and business impact: Supervises and monitors day-to-day warehouse operations of a small warehouse team of up to 15 employees. Geographical scope: mainly national Typical minimum relevant experience required: 1-3 years

## Job Profile: Warehouse Supervisor 2

Job Family: Procurement & Logistics Group / Warehousing

Summary: Supervise warehouse workers in accordance with plant policies and procedures. Ensure smooth material flow during shift. 1. Ensure that there is sufficient inventory to meet the organization's needs by ordering products; and managing out-of-stock over-stocked products. 2. Supervise staff to ensure that all warehouse activities, and all machines and equipment operated, safely and train new workers in the organization's operating procedures and standards. 3. Prioritize and assign tasks to ensure that the team's resources are used effectively and that work schedules and targets are met. 4. Enter data into a database or other computerized system to maintain up-to-date stock records; retrieve stored information; place orders; or respond to enquiries (for example on inventory levels or delivery schedules.) 5. Monitor the effectiveness of operating procedures, space utilization, and protection of equipment and make recommendations for improvements. Work complexity and business impact: Supervises and monitors day-to-day warehouse operations of a complex, large team of more than 15 employees. Geographical scope: mainly national Typical minimum relevant experience required: 2-5 years

## Job Profile: Warehouse Supervisor 3

Job Family: Procurement & Logistics Group / Warehousing

Summary: Supervise warehouse workers in accordance with plant policies and procedures. Ensure smooth material flow during shift. 1. Ensure that there is sufficient inventory to meet the organization's needs by ordering products; and managing out-of-stock over-stocked products. 2. Supervise staff to ensure that all warehouse activities, and all machines and equipment operated, safely and train new workers in the organization's operating procedures and standards. 3. Prioritize and assign tasks to ensure that the team's resources are used effectively and that work schedules and targets are met. 4. Enter data into a database or other computerized system to maintain up-to-date stock records; retrieve stored information; place orders; or respond to enquiries (for example on inventory levels or delivery schedules.) 5. Monitor the effectiveness of operating procedures, space utilization, and protection of equipment and make recommendations for improvements. Work complexity and business impact: Supervises and monitors day-to-day warehouse operations of several teams totaling more than 50 employees. Geographical scope: mainly national Typical minimum relevant experience required: 4-7 years

## Job Profile: Warehouse Team Leader

Job Family: Procurement & Logistics Group / Warehousing

Summary: Oversee the day-to-day activities of a team of warehouse workers, and participate in teams work, to ensure efficient warehousing. 1. Oversee and instruct staff to ensure that all warehouse activities, and all machines and equipment operated, safely. 2. Enter data into a database or other computerized system to maintain up-to-date stock records; retrieve stored information; place orders; or respond to enquiries (for example on inventory levels or delivery schedules.) 3. Ensure proper routing of materials is maintained while transporting the materials between departments. 4. Monitor warehouse activities to ensure that goods are stored correctly and safely and warehouse space is used efficiently. Work complexity and business impact: Oversees day-to-day warehouse activities, and analyses and improves current ways of working. May guide others within own area of expertise. Geographical scope: mainly national Typical minimum relevant experience required: 1-2 years

## Job Profile: Warehouse Worker 1

Job Family: Procurement & Logistics Group / Procurement

Summary: Receive, handle, store, record, and dispatch goods in a store or warehouse.

1. Receive incoming goods, check for damage and for discrepancies between goods and invoices.
2. Pick order, pack, receive, and dispatch outgoing goods according to written or verbal requests or orders.
3. Enter data into a database or other computerized system to maintain up-to-date stock and inventory records; retrieve stored information to respond to enquiries (for example on stock transfer, inventory levels or delivery schedules.)
4. Ensure proper routing of materials is maintained while transporting the materials between departments.
5. Perform other routine clerical activities according to the organization's established procedures, which may include updating stock cards and inventory records and completing receipt, transfer, delivery, and dispatch forms.



Work complexity and business impact: Work is routine or follows standard procedures. Work is closely supervised. Communicates information that requires little explanation or interpretation.  
Geographical scope: local  
Typical minimum relevant experience required: little to no prior knowledge or experience

## Job Profile: Warehouse Worker 2

Job Family: Procurement & Logistics Group / Procurement

Summary: Receive, handle, store, record, and dispatch goods in a store or warehouse.

1. Receive incoming goods, check for damage and for discrepancies between goods and invoices.
2. Pick order, pack, receive, and dispatch outgoing goods according to written or verbal requests or orders.
3. Enter data into a database or other computerized system to maintain up-to-date stock and inventory records; retrieve stored information to respond to enquiries (for example on stock transfer, inventory levels or delivery schedules.)
4. Ensure proper routing of materials is maintained while transporting the materials between departments.
5. Perform other routine clerical activities according to the organization's established procedures, which may include updating stock cards and inventory records and completing receipt, transfer, delivery, and dispatch forms.

Work complexity and business impact: Works under moderate supervision. Problems are typically of a routine nature, but may at times require interpretation or deviation from standard procedures. Communicates information that requires some explanation or interpretation.

Geographical scope: local

Typical minimum relevant experience required: 1-3 years. Requires basic knowledge of job procedures and tools obtained through work experience.

## Job Profile: Warehouse Worker 3

Job Family: Procurement & Logistics Group / Procurement

Summary: Receive, handle, store, record, and dispatch goods in a store or warehouse.

1. Receive incoming goods, check for damage and for discrepancies between goods and invoices.
2. Pick order, pack, receive, and dispatch outgoing goods according to written or verbal requests or orders.
3. Enter data into a database or other computerized system to maintain up-to-date stock and inventory records; retrieve stored information to respond to enquiries (for example on stock transfer, inventory levels or delivery schedules.)
4. Ensure proper routing of materials is maintained while transporting the materials between departments.
5. Perform other routine clerical activities according to the organization's established procedures, which may include updating stock cards and inventory records and completing receipt, transfer, delivery, and dispatch forms.

Work complexity and business impact: Works under limited supervision for routine situations. Provides assistance and training to lower level employees. Problems are typically non-routine and require analysis to understand.

Geographical scope: local

Typical minimum relevant experience required: 3-5 years. Requires broad knowledge of operational procedures and tools obtained through extensive work experience.