**北京\*\*\*\*\*\*有限公司**

**\*\*部门员工2015年度岗位目标责任书**

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| **岗位说明** | | | | | | | | | | | | | | | | | |
| **姓名** | |  | | **岗位名称** | | |  | | | **部门** | |  | | **原岗位级别** | | |  |
| **直接主管** | |  | | **考核期限** | | |  | | | | | | | **新聘岗位级别** | | |  |
| **岗位职责** | | | | | | | | | | **工作目标与主要任务** | | | | | | | |
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| **经营指标：“一般目标”** | | | | | | | | | | | | | | | | | |
| **营业收入（万元）** | | | | | | | | | | | | | | | | **利润**  **（万元）** | |
| 1月 | 2月 | 3月 | 4月 | | 5月 | 6月 | | 7月 | 8月 | | 9月 | 10月 | 11月 | 12月 | 全年 |
|  |  |  |  | |  |  | |  |  | |  |  |  |  |  |  | |
| **工资级别** | | | | | | | | | |  | | | | | | | |
| **责任确认（签字）** | | | | | | | | | | | | | | | | | |
| 本人确认履行以上岗位职责，努力实现确定的工作目标。  责任人（签名）：\*\*  \*\*年月日 | | | | | | | | | | 上述职责和工作目标符合\*\*发展规划与要求。  直接主管（签名）：\*\*  \*\*年月日 | | | | | | | |