Secretary routes doc to department/ branch

Secretary/ Help Desk/

General Administration/

Messenger/ Receiving

Scanned files must be saved in temp folder (/opt/edokyu/public/drive/incoming-temp)

Signed Doc is endorsed to the GM/Boss

Signed Doc is released back to Secretary

Staff/ Clerk

Staff/ Clerk

Staff/ Clerk

Staff/ Clerk

Staff/ Clerk

Staff/ Clerk

Staff/ Clerk

Manager for Logistics/ Warehouse

Manager for R&D/ QA

Manager for

ICT/ EDP/ Engineering

Manager for

Production/ Manufacturing

Manager for

Finance/ Accounting

Manager for

HR

Manager for

Marketing/ Sales

Executive

Assistant General Manager/ EVP

General Manager/ President