

# 5.4

## grading coding &structure

*Posh Brands..Swanky Group*

Grade	Job Level		Job Title	Explanation	Qualification	Skills	Experience
9	G	Labors	Porter - Laborer -( Office Boy/ Messenger) - Glass Cleaner	has basic qualification or no qualification and does not require any skill or experience to do the work.	Basic Qualification/ No Qualification	Unskilled	No experience required
8		Staff	Drivers - Trainee Staff - Helper	has basic qualification or no qualification and requires skill in their area of work (license required) but has no growth in the area of work	Basic Qualification/ No Qualification	Skilled	certified with experience
7		Junior Staff	Sales ( Fashion Advisor ) - Accountants - Bill Collector - Cashier - Warehouse Keeper - Iron Worker	Has obtained professional qualification and experience up to 2 years in their area of specialization	Professionally Qualified	Skilled	Up to 2 years
6		Junior Staff	Senior Accountants - Executive Secretary - Network Administrator - Quality Controller	Has obtained professional qualification and experience up to 4 years in their area of specialization	Professionally Qualified	Highly Skilled	Up to 4 years
5		Senior Staff	HR Specialist - Social Media Specialist	Has obtained professional qualification and experience up to 4 years in their area of specialization	Professionally Qualified	Highly Skilled	Up to 5 years
4	S	Supervisors	Sales Team Leader -Sales Analyst - Store Manager assistant - Visual Merchandiser ( VM )- E -Marketing Officer	Has obtained professional qualification and experience up to 5 years in their area of specialization and has been in the Senior position level for at least 2 years	Professionally Qualified	Highly Skilled	Up to 5 years
3	JM	Junior Management	Store Manager - Accounts Manager - Auditing Manager - HR Manager - Warehouse Manager	Has obtained professional qualification and experience up to 7 years in their area of specialization and has been in the Supervisor level for at least 2 years	Professionally Qualified	Highly Skilled	Up to 7 years
2	SM	Senior Management	Brand Standards Manager - Corporate Sales & Operation Manager- Finance Manager	Has obtained professional qualification and experience up to 10 years in their area of specialization and has been in the Junior Management level for at least 3 years	Professionally Qualified	Highly Skilled	Up to 10 years
1	EM EM	Executive Management	GM Division / VP	Has obtained professional qualification and experience for above 12 years in their area of specialization and has been in the middle management level for at least 5 years	Professionally Qualified	Highly Skilled	Up to 12 years
			Chairman / CEO,	Has obtained professional qualification and experience for above 15 years in their area of specialization and has been in the Director level for at least 5 years	Professionally Qualified	Highly Skilled	15 years and above

management	job title	job code
Executive Management	CEO	MHG001
	Vice-CEO	MHG002
Financial Management	finance manager	FIN001
	accountant manager	FIN002
	accountant	FIN003
	cost & treasury accountant	FIN004
	sales analyst	FIN005
Operation Management	Operation manager	SALES / OPR001
	Area manager	SALES / OPR002
	Store manager	SALES / OPR003
	Assistant store manager	SALES / OPR004
	Team leader	SALES / OPR005
	Fashion advisor	SALES / OPR006
	Visual merchandiser manager	SALES / OPR007
	Visual merchandiser specialist	SALES / OPR008
Warehouse Management	Warehouse manager	WAR / OPR001
	Assistant warehouse manager	WAR / OPR002
	Warehouse keeper	WAR / OPR003
	Quality Controller	WAR / OPR004
	Ironer	WAR / OPR005
	Driver	WAR / OPR006
	Data Entry	WAR / OPR007

management	job title	job code
Purchasing & Designing management	Purchasing manager	PUR001
	purchasing specialist	PUR002
Human Resources management	HR section head	HRAD001
	HR specialist	HRAD002
	secretary	HRAD003
	office manager	HRAD004
	office boy	HRAD005
Marketing & Customer Service management	marketing manager	MRK / SC001
	social media specialist	MRK / SC002
Commercial & branding management	senior fashion designer	COM / BRN001
	brand manager	COM / BRN002
	assistant brand manager	COM / BRN003
	junior fashion designer	COM / BRN004
Information Technology Management	IT Manager	IT001
	Software developer	IT002
	Senior IT	IT003
	IT Specialist	IT004