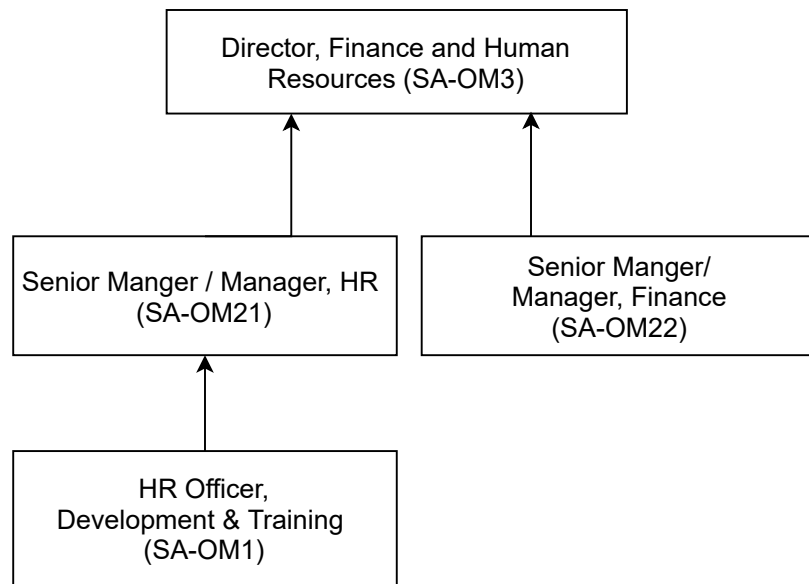


Progression Pathway for the Logistics Industry

(Supporting and Ancillary Services)

Operations Management (OM)



Operations Management

Position	Director, Finance and Human Resources (SA-OM3)		
Duties	<ul style="list-style-type: none"> Analyse and formulate key performance indicators (KPIs) in terms of revenue, cost and other aspects related to finance and human resources Monitor performance and identify gaps, conduct financial analysis, formulate, analyse and report budget plans Provide improvement plans and identify risks Formulate human resources and financial plans that in line with business goals Formulate mid-term and long-term human resources development and demands 		
	Core Competency	Code	Credit
	Formulate business service strategic plans	LOSAOM601B	6
	Formulate human resources strategy	LOCUOM509B	6
	Formulate financing strategy	LOCUOM602B	9
	Formulate and implement project risk management	LOSASM604B	6
	Formulate acquisition plans for asset-typed equipment	LOCUOM511B	9
	Manage budgets and financial plans	LOSAOM602B	6
	Non-core Competency	Code	Credit
	Formulate logistics plans related to capital arrangements	LOCUPD603B	12
	Total Credits		54

Position	Senior Manager / Manager, Human Resources (SA-OM21)		
Duties	<ul style="list-style-type: none"> • Formulate job specifications for all positions in the company • Formulate duties related to the recruitment procedures, such as interview process, selection criteria, promotion ladder, staff training, and propose improvement plans • Formulate salary system and monitor expenses • Formulate employee benefits and related matters in compliance with regulations • Ensure compliance with the code of conduct and other relevant laws and regulations • Formulate staff training policies and plans 		
	Core Competency	Code	Credit
	Formulate e-logistics training programmes	LOCUOM520B	3
	Formulate on-the-job training plans for staff	LOCUOM504B	6
	Formulate human resources management for projects	LOSASM503B	6
	Apply labour legislations related to human resources management	LOCULC412B	6
	Non-core Competency	Code	Credit
	Formulate training schemes for handling DG (dangerous goods)	LOCUSS504B	6
	Manage continuous improvement systems	LOCUOM522B	6
	Total Credits		33

Position	Senior Manager / Manager, Finance (SA-OM22)														
Duties	<ul style="list-style-type: none"> • Prepare all financial reports and relevant materials • Provide strategic suggestions for investment plans • Ensure the company's financial health • Compile financial reports from different perspectives, e.g. cost and price • Provide financial trends and forecasts for the company • Review effectiveness • Enhance the efficiency of management department • Coordinate with other departments to maintain the company's financial health 														
	<table border="1"> <thead> <tr> <th>Core Competency</th> <th>Code</th> <th>Credit</th> </tr> </thead> <tbody> <tr> <td>Formulate business plans</td> <td>LOSAOM501B</td> <td>3</td> </tr> <tr> <td>Manage budgets and financial plans</td> <td>LOSAOM602B</td> <td>6</td> </tr> <tr> <td>Capital and financial management</td> <td>LOCUOM519B</td> <td>6</td> </tr> </tbody> </table>			Core Competency	Code	Credit	Formulate business plans	LOSAOM501B	3	Manage budgets and financial plans	LOSAOM602B	6	Capital and financial management	LOCUOM519B	6
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Position	Human Resources Officer, Development & Training (SA-OM1)														
Duties	<ul style="list-style-type: none"> • Implement and arrange departmental staff training according to operational needs • Execute records and improvement for training 														
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