

Organization & Management Structure

1. Overview

The organization & management structure outlines the hierarchy and reporting relationships within the company. This format helps clarify roles, lines of authority, and ensures efficient operation and communication.

2. Key Personnel

Position	Name	Roles & Responsibilities
Chief Executive Officer (CEO)	Jane Doe	Overall leadership, strategic planning, and major decision making.
Chief Operating Officer (COO)	John Smith	Managing daily operations and implementing business strategies.
Finance Manager	Alice Lee	Managing financial planning, reporting, and analysis.
HR Manager	Robert Chen	Overseeing recruitment, employee relations, and HR policies.
Operations Supervisor	Mina Patel	Supervision of operational staff and processes.

3. Organization Chart

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graph TD
    CEO[Chief Executive Officer (CEO)] --- COO[Chief Operating Officer (COO)]
    COO --- OpsSupervisor[Operations Supervisor]
    OpsSupervisor --- FM[Finance Manager]
    OpsSupervisor --- HRM[HR Manager]
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4. Departmental Structure & Functions

- Operations:** Manages core processes, logistics, and service/product delivery.
- Finance:** Handles budgets, accounting, and financial compliance.
- Human Resources:** Manages recruitment, training, and employee welfare.

Important Notes:

- The structure should be reviewed and adapted as the organization grows or changes.
- Clear roles and responsibilities help prevent overlaps and gaps in management.
- Effective communication depends on a clearly-defined reporting hierarchy.
- This document should be distributed to all staff and regularly updated.