



RESPONSIBILITIES AND EXPECTATIONS

Director's Responsibilities / Tasks

- signing contracts with public authorities and business partners
- compliance with financial and accounting laws and regulations
- nurturing partnerships, taking corrective and preventive action
- assessing proposals for changes to the system, checking the measures taken
- harmonization of economic accounts
- taking quality policy principles into account in making economic decisions
- evaluation, qualification and approval of suppliers
- management of the logistics area, up-to-date inventory records
- planning and performing daily work based on orders (contracts)
- taking care of the product identification and traceability process, performing the tasks
- managing customer traffic, keeping in touch, preparing documentation
- recording of oral contracts, preparation and signing of contracts in writing
- procurement of materials and auxiliary materials necessary for extermination
- managing the entire service area, receiving orders, checking performance, handling quality complaints
- documentation of the implementation of recruitment and handover tasks specified in the daily program
- issuance of documents related to hazardous waste management
- preparation of documents related to purchases, aggregation of documents generated during purchases
- receiving the order, compiling the documents related to the preparation
- preparation of the documentation tasks of the processes and operations related to the financial and customers of the Ltd.

Minimum Expectations for Fumigators

- Valid Fumigation Certificate
- Appropriate Medical Records
- Precise and reliable work ethic

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Pest Control, Fumigator Responsibilities / Tasks

- performing daily tasks and handover tasks specified in the daily program
- professional execution of existing services
- organizing the cleanliness and order of the storage places
- maintaining and improving the quality condition of machinery and equipment, observing the accuracy of measuring instruments
- professional performance of insecticide control tasks
- performing fumigator duties
- preparation and delivery of appropriate documentation on site

Responsibility / Duty of Trained Worker

- performing daily tasks and handover tasks specified in the daily program
- maintaining the cleanliness and order of the storage places
- maintaining and improving the quality condition of machinery and equipment, observing the accuracy of measuring instruments
- performing the tasks assigned by the Director or Fumigator

Approved by:

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