

Manual de organización de una empresa

El manual de organización de una empresa es un documento interno que indica el rango de responsabilidades y jerarquías dentro de la compañía. La división y la especificación de funciones permiten que cada departamento mantenga sus objetivos claros en las actividades que se realizan.

1. Introducción

Presenta a tu organización a grandes rasgos y el objetivo de este documento.

[Por ejemplo: Esta empresa tiene la misión de satisfacer las necesidades de comunicación digital de cada uno de sus clientes para cumplir con la expectativa de nuestra marca. Por ello hemos preparado este Manual de organización, pues nos será muy útil para dividir las responsabilidades de cada área.]

2. Antecedentes

Utiliza esta sección para hablar de manera general del origen de tu empresa, sus servicios, sus clientes y sus metas alcanzadas.

[Por ejemplo: Nuestra empresa surge en el año 2000 como una respuesta a la nueva necesidad del mercado de conectar a la gente por medios digitales. Desde ese momento hemos realizado más de 1.000.000 de enlaces diarios en videoconferencias, gracias a nuestra capacidad tecnológica y humana.]

3. Base legal

Según la normativa vigente en la legislación del país donde se encuentre tu empresa, señala el marco legal que da sustento a su operación.

[Por ejemplo: Desde 1999 esta organización está dada de alta en el Registro de Empresas y Contribuyentes. También, desde ese mismo año, nuestra marca se encuentra en el registro de marcas de este país. Por ello tiene la facultad de operar como una empresa de capital variable con la posibilidad de contratar el personal necesario para realizar las actividades requeridas, a fin de cumplir con su objeto mercantil, esto de acuerdo con la legislación actual.]

Como Se Elabora Un Manual Organizacional

JL Elias



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Informe de labores - Secretaría de Relaciones Exteriores Mexico. Secretaría de Relaciones Exteriores,1979

Informe de gerencia Instituto Colombiano Agropecuario,1971 **Periódico oficial del gobierno del estado** Chihuahua (Mexico : State),2005

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In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Como Se Elabora Un Manual Organizacional**," a mesmerizing literary creation penned by a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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