ITG ITG RESOURCES FZCO	**JOB DESCRIPTION**	Effective Date: 20 Oct 2026	
		Document Code: IMS-RM-F03	
		Rev. #.00	Ref #:

JOB TITLE	MANAGER
DEPARTMENT	MANAGEMENT
REPORTS TO	

QUALIFICATION

Experience in international trading, business management and team leadership. Knowledge of applicable regulatory requirements, risk management and quality, environmental, and occupational health and safety management.

KEY RESPONSIBILITIES

- Oversee the company's operations and international trading activities.
- Develop business plans, budgets and performance targets.
- Manage key customer and supplier relationships and oversee major commercial transactions.
- Ensure compliance with applicable laws, regulations and internal policies.
- Oversee financial performance, commercial risks and resource allocation.
- Lead the implementation of the integrated management system, approve relevant policies and objectives, and support continual improvement.

ACKNOWLEDGEMENT		
	Employee	Reporting Head
Name	BINGHUANG CHEN	Board of Directors
Signature		
Date		

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JOB TITLE	FINANCIAL MANAGER
DEPARTMENT	FINANCIAL MANAGEMENT
REPORTS TO	MANAGER

QUALIFICATION

Degree in Accounting, Finance or a related field, or equivalent professional experience. Knowledge of financial reporting, budgeting, cash flow management and applicable tax requirements. Strong analytical, communication and internal control skills.

KEY RESPONSIBILITIES

- Oversee daily accounting and financial operations, ensuring accurate and timely financial records.
- Prepare financial statements, budgets and management reports.
- Monitor cash flow, bank accounts, payments and receivables.
- Coordinate tax filings, statutory audits and financial compliance matters.
- Maintain internal financial controls and review supporting documents for transactions.
- Support management in financial planning, cost control and commercial risk assessment.
- Maintain financial records required for the integrated management system and support related audits.

ACKNOWLEDGEMENT		
	Employee	Reporting Head
Name	YANYUN ZHANG	MANAGER
Signature		
Date		

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JOB TITLE	HR&ADMIN
DEPARTMENT	HEAD OF GENERAL MANAGEMENT DEPARTMENT
REPORTS TO	MANAGER

QUALIFICATION

Degree in Human Resources, Business Administration or a related field, or equivalent professional experience.
Knowledge of HR administration, employee relations, office management and applicable employment requirements.
Strong organizational, communication and document management skills.

KEY RESPONSIBILITIES

- Coordinate recruitment, onboarding, employee transfers and exit procedures.
- Maintain employee records, employment contracts, attendance and leave records.
- Coordinate visa applications, renewals, medical insurance and other employee services.
- Administer payroll inputs and employee benefits in coordination with Finance.
- Manage office supplies, facilities, service providers and daily administrative matters.
- Communicate company policies and support employee training and performance evaluations.
- Maintain HR and training records required for the integrated management system and support related audits.

ACKNOWLEDGEMENT		
	Employee	Reporting Head
Name	QIANQIAN WU	MANAGER
Signature		
Date		