

### **Role and Responsibility**

Person In Charge	Roles and Responsibility	Duties
Kingston Stone	Web designer Product Manager Social media manager	<ul style="list-style-type: none"> <li>- Creates social media posts</li> <li>- Establishes social media presence</li> <li>- Interact with followers and post consistently</li> <li>- Designs and constructs website pages</li> <li>- Updates website with announcements and products</li> <li>- Keeps website compatible on different devices</li> <li>- Applies marketing strategies for products and sales</li> <li>- Promotes the brand and products</li> <li>- Solve any issues about products</li> <li>-</li> </ul>
Yan Cheng	Accountant	<ul style="list-style-type: none"> <li>- Keeps track of and stores the money</li> <li>- Monitors inventory</li> <li>- Updates and checks purchase records consistently</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>- Answers customers questions and</li> </ul>

	Representative Moderator	<p>inquiries</p> <ul style="list-style-type: none"><li>- Assists customers with complaints or concerns</li><li>- Aids customers needs and recommends products</li><li>- Oversees discussions and ideas pitching</li><li>- Approves of plans and business decisions/ actions</li><li>- Manages store display and in-store sales</li></ul>
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