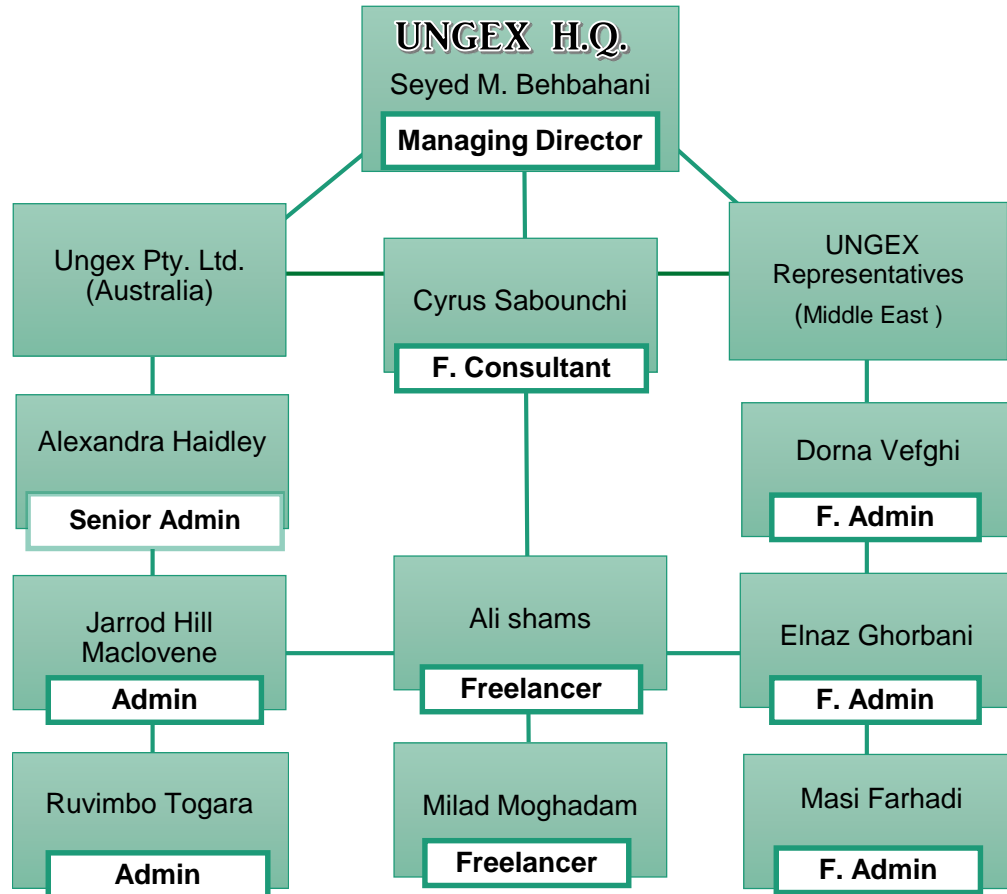


## UNGEX ORGANISATIONAL CHART



### Managing Director's Responsibilities:

- Formulating and implementing company policy.
- Adopting new strategies that will lead to profitable growth.
- Developing strategic operating plans for the long-term objectives.
- Monitoring operational planning and financial control systems.
- Ensuring that company objectives are being carried out by all employees.
- Monitoring and maintaining the overall operational performance of the company.
- Final approval of all relevant documents.

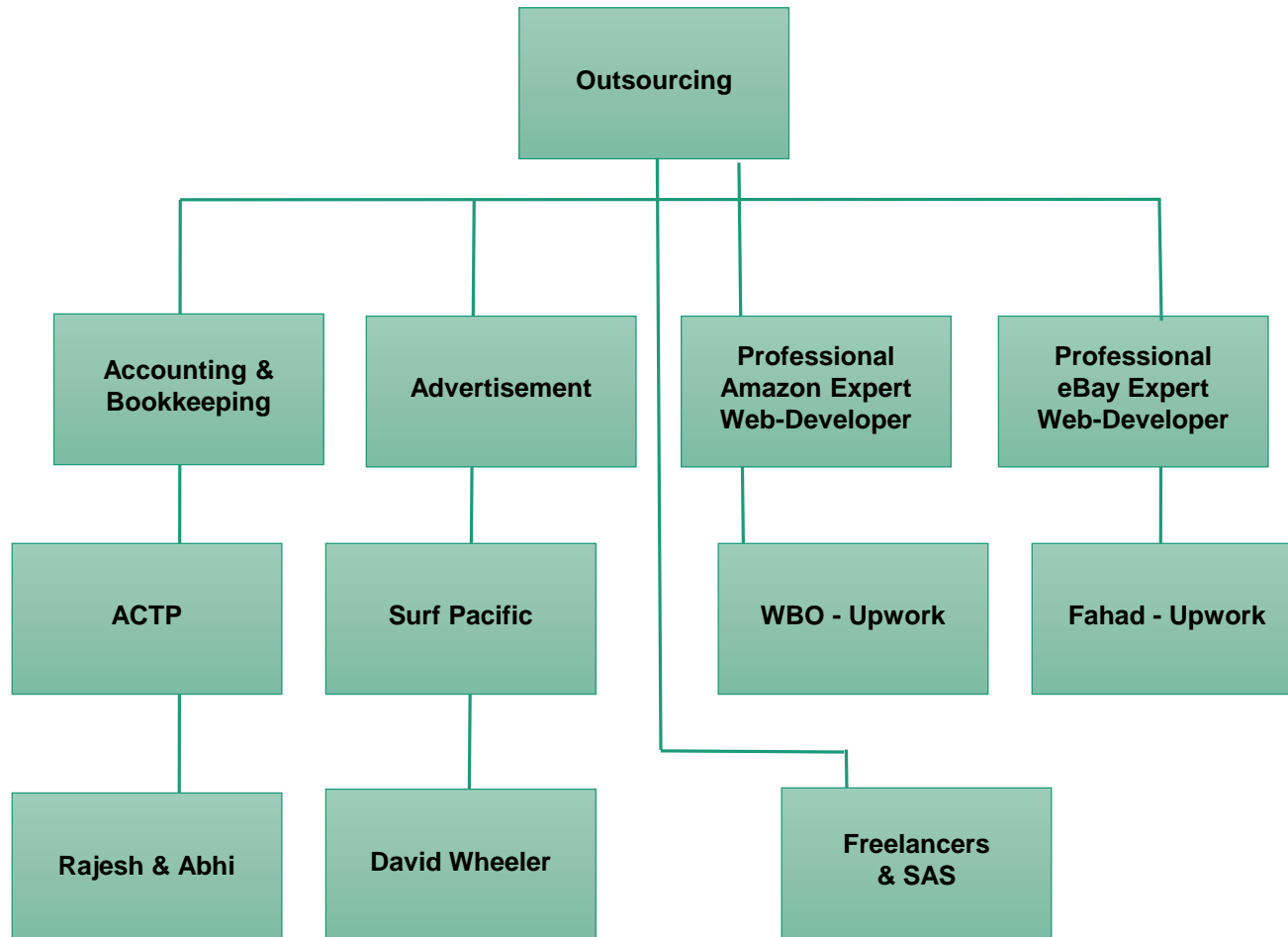
### Senior Admin's Responsibilities:

- Attending sales meeting, conferences and events.
- Handling clients in a professional manner.
- Dealing with customer complaints and issues.
- Always have the most updated information on all products.
- Devising new sales and marketing strategies.
- Working with other departments and Representing the other executives.
- Monitoring less exp. employees.
- Pre approval of all relevant documents.
- Preparing official letters to the government.
- Providing management information and support.
- Maintaining customer service quality and keeping confidential information.

### Admin's Responsibilities:

- Providing management information and support.
- Maintaining customer service quality and keeping confidential information.
- Developing and utilising filing and retrieval systems.
- Maintaining office supplies inventory.
- Ensuring a high level of performance from all staff and representing other executives.
- Maintaining employee responsibilities and job descriptions
- Continuously improving personal skills and Attending educational workshops.
- Preparing official letters to the government (Australia and Malaysia).
- Always have the most updated information on all products
- Some employee pay roll and Post office duties.
- Photocopying, editing, laminating.
- Gathering research and information for the MD or SA.

## Outsourcing



### Responsibilities of Accounting Co.

- a) Preparing financial report per years as report, commentaries and financial statements.
- b) Collating, checking and analysis spreadsheet data
- c) Examining accounts and financial control systems
- d) Checking the accuracy and reliability of financial reports

### Responsibilities of Advertisement Co.

- a) Creating eBooks and photos according to Ungex specifications
- b) Boosting Ads and Campaigns for advertisements

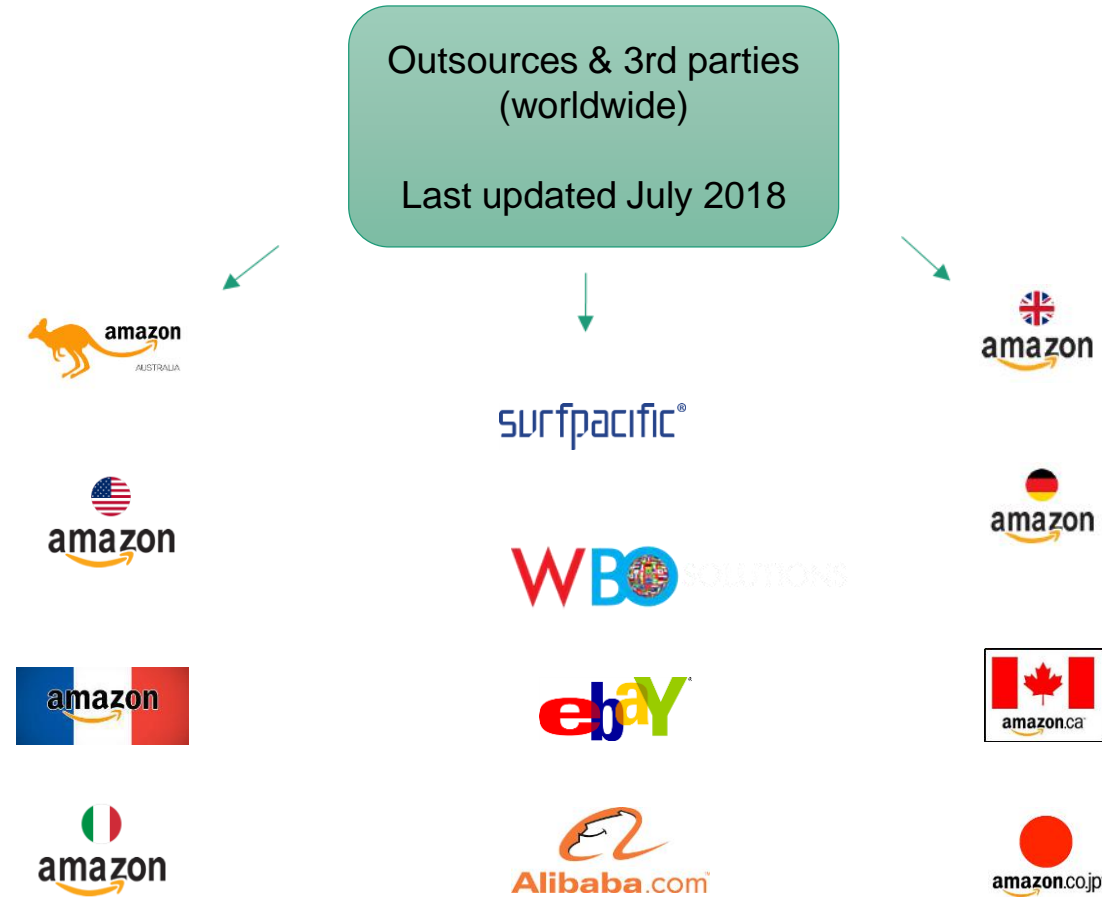
### Responsibilities of Professional Amazon and eBay Expert Web-Developers

- a) Creating and developing online store fronts
- b) Recommending advertising concepts and creating unique ideas
- c) Involving all aspects of the products and the company in advertising
- d) Optimising our eBay and Amazon sites on different countries to expand our exports

### Freelancers ' Responsibilities & Share a Sale (SAS) Affiliates

- a) Independently promoting the products and treatment (Ungex distributors)
- b) Promoting according to policies and strategies of Ungex
- c) Analysis of client needs and product distribution based on the market demands, Ungex (Term and Conditions Apply)
- d) Doing required researches in line with the company objectives, Ungex (Term and Conditions Apply)
- e) Giving suitable advise to clients, Ungex (Term and Conditions Apply)

## Outsources & e-Commerce Platforms



## Communication & Sites

### Websites:

Basic Ungex portal: <https://www.ungex.com/>  
 Main dynamic website: <https://www.mitesoff.com.au/>  
 By 3rd party (freelancer): <https://demodex-mites.com/>  
 By 3rd party (freelancer): <https://www.ungexus.com/>  
 By 3rd party (freelancer): <http://ungexaustralia.com.au/>  
 Other sites: <https://ungex.business.site/>

### Social Media:

Facebook: <https://www.facebook.com/hairmites/>  
 Instagram: <https://www.instagram.com/hairmites/>  
 Youtube: <https://www.youtube.com/user/4intmart>

### eCommerce B2B & B2C Sites:

Alibaba (Global): <https://ungex.trustpass.alibaba.com/>  
 Amazon (Global): <https://www.amazon.com/ungex>  
 Amazon (Canada): <https://www.amazon.ca/ungex>  
 eBay (Global): <http://www.ebaystores.com/Ungex-Global>  
 eBay (Canada): <http://www.ebaystores.ca/Ungex-Canada>  
 eBay (Australia): <http://www.ebaystores.com.au/Ungex-Australia>

### Ungex eBooks:

Products: <https://www.ungex.com/article/ebook-products-ungex-demodextreatment.pdf>  
 User Guide: <https://www.ungex.com/article/ebook-user-guide-ungex-demodextreatment.pdf>

### Customer Care Line Responsibilities (Online Live Chat & Phone):

- i. Providing information such as telephone numbers, addresses, product information, general enquiries and other services to end-users.
- ii. Connecting customers to the right department, agent and distributor.
- iii. Providing best customer service and consultation.

### Location:

Level 15, The Exchange Tower  
 Suite 1510/530 Little Collins St.  
 Melbourne, VIC 3000 Australia  
 P & F: +61 3 9939 7575  
 Toll Free: 1800 238 528  
 Email: [info@ungex.com.au](mailto:info@ungex.com.au)