

WHAT'S YOUR POSITION?

- MANAGING DIRECTOR: SOMEONE WHO HEADS A COMPANY AND IS RESPONSIBLE FOR ITS RUNNING.
- EXECUTIVE SECRETARY: SOMEONE WHO DOES SECRETARIAL WORK FOR TOP MANAGEMENT.
- SALES AND MARKETING MANAGEMENT: SOMEONE WHO HEADS THE DEPARTMENT THAT ADVERTISES AND SELLS THE PRODUCT.
- SALES REPRESENTATIVE: SOMEONE WHO IS RESPONSIBLE FOR SELLING THE PRODUCT TO CUSTOMERS.
- PRODUCTION MANAGER: SOMEONE WHO HEADS THE DEPARTMENT RESPONSIBLE FOR MANUFACTURING THE PRODUCT.
- PERSONNEL MANAGER: SOMEONE WHO HEADS THE DEPARTMENT RESPONSIBLE FOR STAFF MATTERS, SUCH AS THE HIRING OF EMPLOYEES.
- R & D MANAGER (RESEARCH AND DEVELOPMENT): SOMEONE WHO HEADS THE DEPARTMENT RESPONSIBLE FOR SCIENTIFIC RESEARCH AND THE DEVELOPMENT OF NEW PRODUCTS.
- FINANCE DIRECTOR: SOMEONE RESPONSIBLE FOR RUNNING THE COMPANY'S FINANCIAL AFFAIRS.
- ACCOUNT: SOMEONE WHO KEEPS THE ACCOUNTS IN THE FINANCE DEPARTMENT.
- RECEPTIONIST: SOMEONE WHO SITS IN THE LOBBY, ANSWERS THE PHONE, AND GREET VISITORS.

COMPANY DIVISIONS

Sales – sells the product or service
Quality control – is responsible for checking the quality of the products
Production – manufactures the products
Customer accounts – sends invoices to clients
Marketing – plans how to sell new products or services
Maintenance – responsible for the care and repair of machines and equipment
Wages and salaries – pays the staff
Purchasing – buys supplies and raw materials
After sales service – deals with the clients after they have bought the product or service
Financial services – handles investment, tax, cash management etc.
Training – organizes training courses for staff development
Packaging – packs the products
Distribution – sends the products to the customers
Advertising – runs advertising campaigns
Personnel – recruits new employees