

LACSAMANA/ ROAN L.

BSTM 1-B

BORGMA

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A Front Desk Representative's

Responsibilities are varied depending on the company. They are responsible for greeting and welcoming guests, receiving and delivering all incoming and outgoing mail and packages, answering all calls and directing as needed, scheduling meetings, and coordinating office activities.

Product manager

It's the responsibility of a product manager to oversee the development and improvement of products within businesses, whether that encompasses goods, services, or both.

Sales manager

This team leader ensures sales representatives meet their quotas, improve their sales pitches, and operate as ideal company ambassadors. A sales manager also oversees strategic planning for broader, long term sales goals.

Administrative assistant

Sometimes also known as executive assistants, administrative assistants organize and plan the schedules of managerial or executive-level staff. They might just report to their immediate supervisors or to a chief administrative officer as well.

Bookkeeper

Businesses need people to keep track of their financial status at a granular level that's where a bookkeeper steps in. These accounting professionals can eventually climb the levels of management to become CFOs (Chief financial officer) in their own right someday.

