

Positions / Responsibilities

A. Match each of the statements (1 – 7 below) to the job title they describe (a – g in the box).

1

‘I have to supervise and know about what's going on in all the different parts of the company. I have to represent the company in all important decisions.’

c

2

‘I am a qualified accountant and a member of the management team. I monitor my company's financial performance, as well as supervising the budgets for various projects and controlling their costs.’

a

3

‘My job is around the development and training of the assistants in the store where I work, and making sure they do their jobs well. Also, I'm responsible for the recruitment of new staff.’

e

4

‘I give advice about all sorts of different things connected with the company's products, such as advice on how to market them. I also develop advertising strategies.’

g

5

‘My job? It's our computer systems and information technology (IT) in general, and how they affect all parts of our organisation, from customer relations to accounting to recruitment.’

d

6

‘In the past, a job like mine would have been much more secretarial - typing and so on. Now, I'm very involved in every aspect of her work, setting up meetings, organising her travel, dealing with her routine correspondence and generally easing her workload.’

f

7

‘We've got a very big project on at the moment, for a new product, and I have to build up the project teams, provide them with the resources they need, check they're meeting targets and working within their budgets, and particularly that they're meeting deadlines, so that the product is launched on time.’

b

- | |
|--|
| <ul style="list-style-type: none">a Finance Manager-b Human Resources Manager-c Chief Executive Officer / Managing Director-d Chief Information Officer-e Director of Research and Development-f Personal Assistant-g Marketing Consultant |
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B. Find words or phrases in the statements which mean the following:

1. searching for, finding and taking on new staff for the company

Recruitment, statement 3, second and last line

2. person who looks after financial records

Accountant, second statement, first line

3. reducing, making easier

Easing, statement 6, last line

4. group of people who work together

Project team or just team, statement 7, second line

5. the action of putting products to the attention of the public, especially by paid announcement

Advertising, statement 4, last line

6. objectives which a company or team decides it wants to reach

Targets, statement 7, second line AND Deadlines, same statement, third line

7. money which is reserved for a particular purpose

Budget, statement 7, third line

8. doing things within the correct time

Meeting deadlines, statement 7, third line

9. to direct or oversee the performance or operation of sth.

Supervise, statement 1, first line

10. to have an impact on sth.

Affect, statement 5, second line

11. to introduce a product to the market

(to) market, statement 4, second line

12. the way in which something or someone functions; accomplishment

working, statement 7, third line