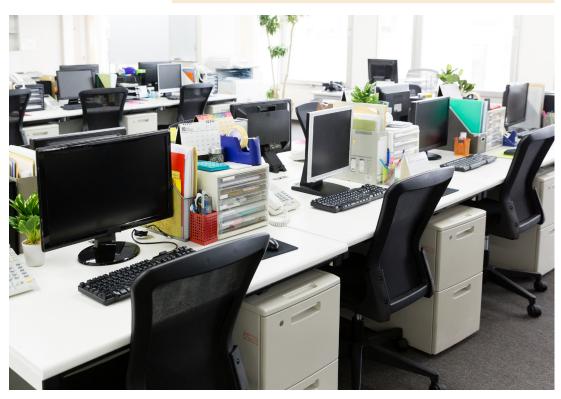
## STUDY REFERENCE LISTENING Office jobs

## Vocabulary

supervisor	noun	the person who makes sure workers do their jobs correctly The <b>supervisor</b> told us that we were doing a good job.
office manager	noun	the person who makes sure that the office runs smoothly The office manager called someone to fix the air conditioner.
IT manager	noun	person who makes sure computers in an office work okay Sarah asked the <b>IT manager</b> to fix her computer.
receptionist	noun	the person who answers phones and greets people  The receptionist gave the visitors coffee.
accountant	noun	the person who takes care of the company's finances The accountant announced the company's budget.
HR manager	noun	the person who hires, trains, and helps employees The <b>HR manager</b> hired three new staff last week.
project manager	noun	the person who makes sure that a project goes well  The project manager received a bonus for his extra work.
mail clerk	noun	the person who takes care of letters and packages Sally asked the mail clerk to leave her mail with her boss.
CEO	noun	the top person in a company who plans for the company's future The CEO helped the company become very successful.
administrative assistant	noun	the person who helps a manager/supervisor do their job  The administrative assistant organized today's meeting.



## STUDY REFERENCE LISTENING Office jobs

## Listening Practice: Transcript

Paula: Hi, I'm Paula. I'm the new project manager.

**Greg:** Hi, Paula. I'm Greg. I'm the administrative assistant.

Paula: Nice to meet you, Greg.

Greg: How's everything going on your first day?

Paula: Wonderful! Everyone seems really nice.

**Greg:** Have you met the other people in the office?

Paula: Yes, I met the mail clerk this morning while he was looking through the mail.

**Greg:** Ah, yes...That's Harold. He's a very nice guy.

Paula: I also met the office manager, Ben. He seems very busy, doesn't he?

**Greg:** Well, it's a big office. He has lots of things to do!

Paula: I'm sure he does. Let's see... I met the receptionist, Vicky, when I came for

my interview last week.

Greg: Yes, she's very friendly.

Paula: And of course, I also met the supervisor, Sheila, when I came for my interview.

**Greg:** Sheila is terrific. She makes working in this office very nice.

Paula: The only person I didn't meet yet is the IT manager.

**Greg:** Oh, that's Barbara. Her office is this way. I'll take you there and introduce you.

Paula: Thanks, Greg!

Greg: You're welcome, Paula.

