

STUDY REFERENCE

LISTENING Office jobs

Vocabulary

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



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.

