

## Departments and Jobs in a Company

Departments of a company	Jobs and functions
<ul style="list-style-type: none"><li>• accounting department / accounts department (λογιστήριο)</li><li>• EDP team (EDP = electronic data processing) (επεξεργασία ηλεκτρονικών δεδομένων)</li><li>• purchasing department (τμήμα αγορών)</li><li>• export department / export team / export sales department (τμήμα εξαγωγών)</li><li>• administrative accounting (Διοικητική Λογιστική)</li><li>• research and development team</li><li>• management</li><li>• import department / import team (τμήμα εισαγωγών)</li><li>• IT department (IT = information technology) (τμήμα Πληροφορικής)</li><li>• customer service / service team</li><li>• warehousing department (τμήμα αποθήκευσης)</li><li>• logistics</li><li>• marketing</li><li>• materials administration</li><li>• personnel department / staff department / human resources (HR) (τμήμα προσωπικού, ανθρώπινο προσωπικό)</li><li>• engineering department (τμήμα μηχανικής) **</li><li>• public relations team / public relations department (τμήμα Δημοσίων Σχέσεων)</li><li>• manufacturing department / production department</li><li>• secretary's office</li><li>• technical support team (ομάδα τεχνικής υποστήριξης)</li><li>• sales department (τμήμα πωλήσεων)</li><li>• shipping department / dispatch department (τμήμα αποστολών)</li></ul>	<ul style="list-style-type: none"><li>• analyst</li><li>• director of boards (δ/ντής συμβουλίων)</li><li>• CEO (Chief Executive Officer) (Διευθύνων Σύμβουλος)</li><li>• buyer</li><li>• purchasing manager</li><li>• treasurer, CFO (Chief Financial Officer) (Ταμίας/ Επικεφαλής των Οικονομικών Υπηρεσιών)</li><li>• director general (Γενικός Δ/ντής)</li><li>• managing director (Διευθύνων Σύμβουλος)</li><li>• co-director (συν-διευθυντής)</li><li>• commercial agent (εμπορικός αντιπρόσωπος)</li><li>• assistant (e.g. purchasing assistant)</li><li>• service engineer</li><li>• warehouse manager</li><li>• warehouse worker</li><li>• senior executive (ανώτερο στέλεχος)</li><li>• sales representative (αντιπρόσωπος πωλήσεων)</li><li>• sales manager (δ/ντής πωλήσεων)</li><li>• export sales manager</li><li>• wholesale distributing manager (δ/ντής διανομής χονδρικής πώλησης)</li><li>• secretary</li><li>• management board (Διοικητικό Συμβούλιο)</li></ul>

## EXERCISES

A. Match the words (1-7) with their definitions (A-G).

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|--------------------|---|
| 1. department      | A. the part of the company that buys new products             |
| 2. marketing       | B. a customer   |
| 3. purchasing      | C. the part of the company that sells products                |
| 4. human resources | D. the part of the company that hires people                  |
| 5. sales           | E. a section of a company                                     |
| 6. employee        | F. the part of the company that advertises a product for sale |
| 7. client          | G. a person who works for a company                           |

B. Fill in the blanks with the correct words given below:

### **vacancy - talent - inquire**

1. the marketing department wants to find new \_\_\_\_\_.
2. The human resource department just filled the \_\_\_\_\_ for a secretary.
3. The advertisement says to contact the human resources department to \_\_\_\_\_ about vacancies.

C. Complete the following conversation:

- Employee: Good morning ma'am. Welcome to the 1 \_\_\_\_\_ department.
- Visitor: Hello. I read your recruitment 2 \_\_\_\_\_. I want to inquire about working here.
- Employee: Well we have several vacancies. Which department do you want to 3 \_\_\_\_\_ for?
- Visitor: I want to apply to apply to the 4 \_\_\_\_\_ department.
- Employee: Okay, sure. We have a vacancy there at the moment.
- Visitor: Great! What's the next 5 \_\_\_\_\_?
- Employee: Leave a 6 \_\_\_\_\_ of your resume. The marketing manager looks over them every Friday.
- Visitor: Ok. Here you are. Thank you very much.

**\*\* Engineering =** Engineering is the discipline and profession that applies scientific theories, mathematical methods, and empirical evidence to design, create, and analyze technological solutions cognizant of (=being aware of) safety, human factors, physical laws, regulations, practicality, and cost. In the contemporary era, engineering is generally considered to consist of the major primary branches of chemical engineering, civil engineering, electrical engineering, and mechanical engineering. There are numerous other engineering subdisciplines and interdisciplinary subjects that may or may not be part of these major engineering branches.

Γενικότερα: οι εφαρμοσμένες επιστήμες που ασχολούνται με τη μελέτη, σχεδίαση, έρευνα, ανάπτυξη, υλοποίηση/εφαρμογή, κατασκευή, παραγωγή, συντήρηση και βελτίωση δομών, υποδομών, εγκαταστάσεων, συστημάτων, μηχανών, συσκευών, υλικών και διαδικασιών, η κάθε μία στο δικό της γνωστικό αντικείμενο. Ο ευρύς τομέας αναφέρεται στην πρακτική εφαρμογή επιστημονικών γνώσεων και μεθόδων, κυρίως από τις θετικές επιστήμες, με στόχο την επίλυση τεχνολογικών, οικονομικών, κοινωνικών και άλλων προβλημάτων στις ανθρώπινες κοινωνίες.