

Vocabulary: **Company Structure**

Accounts Dept.	n. department responsible for administering a company's financial affairs
A.G.M.UK	abbr. Annual General Meeting of a company's shareholders
board of directors	n. a group of people chosen to establish policy for and direct or control a company
chairmanUK	n. person who heads a Board of Directors; head of a company; chairperson
director	n. a member of the board of directors
executive officerUS	n. person who manages the affairs of a corporation - chief executive officer n.
headquarters	n. a company's principal or main office or centre of control
manager	n. person responsible for day-to-day running of a dept.; executive officerUS
managing directorUK	n. senior director after the chairman responsible for day-to-day direction
Marketing Dept.	n. dept. responsible for putting goods on market, inc. packaging, advertising etc
organisation chart	n. a table or plan showing a company's structure graphically
Personnel Dept.	n. department responsible for recruitment and welfare of staff or employees
presidentUS	n. the highest executive officer of a company; head of a company
Production Dept.	n. department responsible for physical creation of product
Purchasing Dept.	n. department responsible for finding and buying everything needed by a company
R & D Department	n. department responsible for Research and Development of (new) products
reception	n. the place where visitors and clients report on arrival at a company
Sales Department	n. department responsible for finding customers and making sales
shareholder	n. person who holds or owns shares in or a part of a company or corporation
vice presidentUS	n. any of several executive officers, each responsible for a separate division