

Elementary - Unit 1 Definitions

Sales Rep	a person whose job is to visit different businesses to sell a company's products	Financial Director	the person who is in charge of a company's money
Chief Executive Officer (CEO)	the person who is in charge of a company	Personal Assistant	a person whose job is to help somebody with their work
Technician	a person whose job is to keep special equipment or machinery in good condition	Human Resources Manager	the person in charge of the department that deals with new employees, keeping records of employees, etc.
Receptionist	a person who deals with people visiting or telephoning an office building or a hotel	Team Leader	a person in charge of a team of people at work