

The background features a network of colorful circles (green, yellow, blue, red, pink, purple) connected by black lines, resembling a molecular or organizational structure. A light green rectangular box is centered on the page, containing the text.

Unit 2

People in the Company

Overview

- **Responsibility**
- **Position in the hierarchy**
- **Job specification**
- **Location**

Responsibility

- Donna Karan *is responsible* for the finance department
- Michelle *looks after* production

Expressing Job Responsibilities

- I am responsible for supervising the quality control (Quality Control)
- My job is to coordinate the section's marketing plan (Marketing Manager)
- I am responsible for training that means I organize in-company training like this one (Personnel Manager)
- I check customer orders, prepare sales report, and deal with the customer complaints (Sales Administrator)

Position in the hierarchy

- Jane *works for* the Personnel Manager
- Helen and Karen *will report* to you
- Emma *works under* Walker
- William *works with* Samantha

Expressing Job Position

- I am a sales manager. I am working under marketing department.
- I am working with Ms. Helen as chief secretaries.
- I am a project supervisor in the manufacturing division.

Job Specification

- David *is the Managing Director*
- Daniel *works as Personal Assistant*

Location

- Anna *works in* the Personnel Department
- Toney and White *are in* the Finance Department

Mr. Black New York Nissan Manager	Mr. Ronald Denpasar Hard Rock Marketing Manager	Ms. Dina Kuala Lumpur House Production Producer	Mr. Jono Jakarta Telkomsel CEO
Mr. Wright Taipei NIKE Executive	Mrs. Sonia New Delhi Broadcasting Anchor	Mr. Delphi Washington Microsoft Programmer	Mr. Ahmad Surabaya Cisco Engineering
Mr. Edward Munich V W Senior accountant	Mr. Key London Cambridge Rector	Mr. Bayu Batam Export-Import Personal Assistant	Ms. Winnie Sydney RMIT Accountant
Mr. James Winnipeg Playwood Purchasing	Ms. Bride Singapore Sentosa Island Chief officer	Mr. Ahong Beijing Construction Architect	Mrs. Anne Paris Hilton Hotel PR Manager

Your Company

- I work for Coca Cola in Tokyo. My company produces and distributes soft drink in Japan.
- Philips sells stereo equipment around the world, and develops many new products every year.
- My company is BCA and it provides services in banking and providing loan for the customers.
- I am in Garuda food that produce assorted snacks and instant food.

Examples

- Good morning. My name is Eko Hady Prasetyo. (1) I am a personnel manager. (2) I deal with the employee matters. (3) I work for Coca Cola Company in Jakarta. (4) My company produces and distributes soft drink Indonesia

Examples

I'm a designer. I think of new ideas for clothes for a manufacturer, who makes the clothes and sells them to wholesalers. They buy large quantities of the clothes, and sell them to different retailers, who sell clothes to individual customers in shops. Sometimes an exporter buys some clothes and sends them to other countries, where an importer buys them to sell in shops.

Examples

- (You are in the formal meeting at your office)
Welcome everybody, let me introduce myself. I am Marry Keith and I am working in Finance Department. I am an accountant and I am responsible for checking the company finance. My company is Lippo Bank and it provides service on finance in Indonesia

Conversation

You are at the meeting and you met a new business partner there. Introduce each other about your job and company

- A : Mrs. Sulis? My name is Tya and I am from BCA.
A nice presentation (shake hand)
- B : You're welcome. Nice to see you. I am working for Mandiri Bank. In what department are you?
- A : I am working under marketing and I am responsible for checking the soft loan.
- B : Oh! Really! We are at the same department but I am handling the customer insurance

Exercise 1

(Match the job and its responsibility)

Job	Responsibility
Bank teller	Organizes the manager schedule and accompany the manager
Accountant	Organizes and arranges the file and all office documents
Quality control	Serves the customer in the front liner at a bank
Personal Assistant	Supervises the quality of the products
Filling clerk	Checking the financial condition of the company

Job	Responsibility
Hotel Receptionist	Serves the passengers on the planes
Marketing Manager	Provides and arranges all preparation on the events
Operator	Takes cares of customers complains and comments
Stewardess	Handling all the telephone calls at the office
Tour guide	Serves the customers at the front desk of hotel
Customer service	Responsible for monitoring selling and marketing matters
Event Organizer	Accompanies the tourist during holiday trip

Exercise 2

- You are in the formal meeting and you meet a new business partner. Introduces to each other and tell about your job, job responsibility, and your company

References

STIKOM. 2005. *Conversation 1: Communication skills for secretaries.*
STIKOM

Knight, Gareth et al. 2004. *Business Goals*
2. Cambridge University Press:
Cambridge

<http://www.eslgold.net/>