

OP111

Office Organization

Q: Match the department name with the correct function.

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| Keeps stocks of goods by and its responsible for transporting the goods, checking on, and keeping a record of the stocks. |
| Receives payments from customers and makes payments to suppliers and employees. It also takes care of banking and petty cash payments. |
| Create and maintain relationships between an organization and various public groups (customers, employees, suppliers, government, and society). |
| Responsible for buying goods from the suppliers. |
| Responsible for day to day running of the office. It takes care of mail, security, cleaning and reception and telephoning |
| Sells goods to customers and handles the advertising and promotion of goods/products. |
| Responsible for searching, recruiting employees and keeping employee records. |

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| Public Relations |
| Sales |
| Warehousing or Storage |
| Administration |
| Human Resources or Personnel |
| Purchasing |
| Accounting or Finance |

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