

OP111

Office Organization

Q: Match the department name with the correct function.

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

Done by: Mrs. Shaikha AlFudhala