DEPARTMENTS IN AN ORGANIZATION

You would have learned about the various departments in an organization. Below you will find descriptions of the different departments as well as the names of the departments. Match by writing the correct letter on the line of the correct department description. A department may be used more than once.

_____ 1) recruits and trains employees.

_____ 2) solves customer related problems.

_____ 3) create invoices and collects outstanding money.

_____ 4) in charge of managing the company.

_____ 5) provides computer related support to the office.

_____ 6) buys products needed by all departments.

_____ 7) ensures compliance with laws of the country.

_____ 8) solves employee related issues.

_____ 9) researches what products appeals to the clients.

_____ 10) selling the products and/or services offered by the company.

A. Customer Service

B. Purchasing

C. Sales

D. Leadership

E. Human Resources

F. Information Technology

G. Accounts

H. Marketing

I. Legal

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