

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.
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.

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

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