



Functional Areas of a Business

INSTRUCTIONS:

Identify the correct functional area based on the information given:

INFORMATION	FUNCTIONAL AREA
A Sales Clerk works in this department.	
Sometimes the manager is called the Factory Manager.	
Ensures that there is enough revenue to pay the bills.	
Transforms raw materials into finished goods.	
Ensures that the business conforms to the labour and employment laws of the country.	
Takes care of staff remuneration and benefits.	
Aims to create a new product or to improve an existing one.	
Paying invoices.	
Has its own staff, but sometimes may outsource to other specialists.	
Producing Balance Sheets and Income Statements.	

Marketing

Production

Research &
Development

Human Resources/
Personnel

Finance/Accounts

Research &
Development

Finance/Accounts

Finance/Accounts

Production

Human Resources/
Personnel

Activity #1

