

ENTERPRISE STAFF POSITIONS

[1] Complete the sentences with the correct form of the verb in the **present simple**.

1. The company _____ new employees every year to expand its operations. [hire]
2. Our CEO _____ important decisions about investments. [make]
3. International clients usually _____ their invoices on time. [pay]
4. The sales team _____ new strategies to increase revenue. [develop]
5. The HR manager _____ interviews with potential candidates. [conduct]
6. We _____ our products to more than 30 countries. [export]
7. The marketing department _____ detailed market research. [carry out]
8. The board of directors _____ the company's financial performance every quarter. [review]
9. The logistics manager _____ the distribution of goods across regions. [manage]
10. Shareholders often _____ the annual meeting to discuss results. [attend]
11. This enterprise _____ strong partnerships with local suppliers. [build]
12. The financial analyst _____ economic trends carefully. [analyze]
13. Many multinational firms _____ in emerging markets. [invest]
14. The IT department _____ new security measures regularly. [implement]
15. Our competitors _____ innovative ideas to attract customers. [introduce]
16. The project manager always _____ the deadlines strictly. [meet]
17. Skilled negotiators _____ contracts with foreign partners. [sign]
18. The legal team _____ compliance with international laws. [ensure]
19. Executives frequently _____ conferences abroad. [attend]
20. Our company _____ sustainable practices to improve its image. [adopt]

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[2] Match the job position with the correct description.

 CEO	<i>manages the company's technology and its systems</i>
 CFO	<i>analyzes data to improve business processes</i>
 HR Manager	<i>ensures the production and delivery of products</i>
 Marketing Director	<i>manages the customer service team</i>
 Sales Manager	<i>handles recruitment, training, and employee relations</i>
 IT Manager	<i>leads the company and makes major decisions</i>
 Project Manager	<i>oversees the sales team and sets sales targets</i>
 Business Analyst	<i>manages the company's finances and budget</i>
 Operations Manager	<i>develops and implements marketing strategies</i>
 Customer Support Manager	<i>plans and coordinates company projects</i>

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[3] Read the article and decide if the statements are **TRUE** or **FALSE**.

MEET THE MANAGER

Our Head of Customer Services describes a typical working day



Sumiko Akimoto, our Head of Customer Services, describes a typical day at work. **“Every**

morning, even in the winter, I ride my bicycle to work. I arrive at work early and then walk through the departments to talk to the staff. It is important for me to know what is happening in the company so that I can share any useful information with clients. Next, I read my emails and use them to help me write a list of things to do during the day. I **rarely** do everything on the list, but it's useful to help me plan my day. During my morning coffee break, I talk to my team members about my list and **sometimes** delegate tasks to them. At lunchtime, many of my colleagues go to a local Italian restaurant to eat, but I stay in the office and eat a packed lunch. I like to deal with all my emails by 5 o'clock. **Sometimes** I can leave work at 5:30, but I usually leave at 6 o'clock. To help me relax after work, I turn off my phone as soon as I get home.”

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| 1. Sumiko cycles to work every day. | T | F |
| 2. She reads her emails first thing every morning. | T | F |
| 3. She writes a list of things to do that day. | T | F |
| 4. She meets her colleagues to talk about the day's work. | T | F |
| 5. She goes to a local restaurant for lunch every day. | T | F |
| 6. She tries to deal with all her emails by 5 o'clock. | T | F |
| 7. She always leaves work at 6 o'clock. | T | F |
| 8. She turns her phone off when she gets home. | T | F |