

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

manages the company's technology and it systems



CFO

analyzes data to improve business processes



HR Manager

ensures the production and delivery of products



Marketing Director

manages the customer service team



Sales Manager

handles recruitment, training, and employee relations



IT Manager

leads the company and makes major decisions



Project Manager

oversees the sales team and sets sales targets



Business Analyst

manages the company's finances and budget



Operations Manager

develops and implements marketing strategies



Customer Support Manager

plans and coordinates company projects

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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