

WORK ROLES AND JOB TITLES - STARTER 1

HOW TO USE:

Below are listed the different job titles carried out by people working for a large company AND a description of each role. Cut out the job titles and descriptions and put each set in an envelope. Set the pupils the challenge of pairing up the job titles with the descriptions.

JOB TITLE

JOB DESCRIPTION

MAINTENANCE ENGINEERS

A skilled worker who is trained in the maintenance of plant/factory equipment and machines.

OFFICE STAFF

Clerical and administrative staff, typists and receptionists.

MARKETING PERSONNEL

People involved in market research, advertising, sales and promotions. They aim to increase sales of the product their company sells.

MANAGERS

Usually professional and qualified staff who manage a department within an organisation or company.

TECHNICIANS

Skilled people in a particular field - for example - someone who is employed in a drawing office or involved in quality control.

SUPERVISORS

Normally experienced staff who direct and oversee a task(s) carried out by others. They monitor the work of other workers

SECRETARIES

A person who handles correspondence and letters, keeps records and carries out general office work.

DRIVERS

A person who transports the manufactured goods. May have a Heavy Goods Licence. They deliver the product to the shops.

RESEARCHERS

A person who carries out research into new ideas and designs. Develops new technologies to help produce new and better designs.

CRAFTSPERSON

A person with a skilled trade, normally someone who has undergone an apprenticeship. Examples include engineers and joiners.

DESIGNERS

A professional designer produces new ideas that may be manufactured. Designs new products to be sold in shops.