



Office Roles and Departments in English: Useful Vocabulary for Teams and Company Structure

50 words

ENGLISH	TRANSCRIPTION
department	[dɪ'pɑ:tmənt]
team	[ti:m]
manager	['mænidʒə]
team lead	[ti:m li:d]
director	[də'rektə]
executive	[ɪg'zekjətɪv]
assistant	[ə'sɪstənt]
intern	['ɪntɜ:n]
HR	[,eɪtʃ 'ɑ:]
finance	['faɪnæns]
marketing	['mɑ:kɪtɪŋ]
sales	[seɪlz]
operations	[,ɒpə'reɪʃnz]
legal	['li:gl]
engineering	[,endʒɪ'nɪərɪŋ]
product manager	['prɒdʌkt 'mænidʒə]
account manager	[ə'kaʊnt 'mænidʒə]
report to	[rɪ'pɔ:t tu:]
responsible for	[rɪ'spɒnsəbl fɔ:]
supervisor	['su:pəvaɪzə]
colleague	['kɒli:g]
cross-functional	[,krɒs 'fʌŋkʃənl]
organizational chart	[,ɔ:gənəɪ'zeɪʃənl tʃɑ:t]
head of department	[hed əv dɪ'pɑ:tmənt]

ENGLISH	TRANSCRIPTION
CEO	/ˌsi: i: 'əʊ/
CFO	/ˌsi: ef 'əʊ/
COO	/ˌsi: əʊ 'əʊ/
founder	/ˈfaʊndə(r)/
receptionist	/rɪ'sepʃənɪst/
coordinator	/kəʊ'ɔ:dɪneɪtə(r)/
consultant	/kən'sʌltənt/
analyst	/'æneɪlɪst/
designer	/dɪ'zaɪnə(r)/
developer	/dɪ'veləpə(r)/
accountant	/ə'kaʊntənt/
recruiter	/rɪ'kru:tə(r)/
procurement	/prə'kjʊəmənt/
customer support	/'kʌstəmə sə'pɔ:t/
administration	/əd,mɪnɪ'streɪʃən/
board	/bɔ:d/
branch	/brɑ:ntʃ/
headquarters	/'hed'kwɔ:təz/
division	/dɪ'vɪʒən/
unit	/'ju:nɪt/
direct report	/dɪ'rekt rɪ'pɔ:t/
deputy	/'depjəti/
specialist	/'speʃəlɪst/
vice president	/'vaɪs 'prezɪdənt/
office manager	/'ɒfɪs ,mænɪdʒə(r)/
staff member	/stɑ:f ,membə(r)/

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20 phrases

ENGLISH

I work in the marketing department.

I work as a product manager.

She reports to the Head of Sales.

The finance department handles budgeting and reporting.

Our team works closely with engineering and operations.

He is responsible for hiring and onboarding.

We have a cross-functional team structure.

The team lead coordinates the day-to-day work.

Could you walk me through the organizational chart?

Who is the main point of contact in legal?

This role involves both strategy and execution.

Let me explain how the departments work together.

She works in the finance department.

He reports directly to the sales director.

Our HR team is hiring two new interns.

The product manager works closely with engineering.

I'm responsible for operations in our Berlin office.

She moved from marketing to customer support.

Who is the head of department?

We have a cross-functional team for this project.

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