

Vocabulary Builder

Learn the vocabulary you need. Write the words in your language.

> before page 4

POSITIONS

Accounts Assistant / alkaunts assistant/ Chief Executive Officer (CEO) / tikif sq'xck jetry pliss/ Financial Director /farnæn/tdareksa/ Financial Supervisor /far/numit supervasts/ Head of IT / hed as a tit/ Human Recourses (HR) Director / h juman russus darekta/ Junior Administrative Assistant / dramia administrativ asistant/ Marketing Director / mackitin darekta/ Operations Director /aps/rednz.dsrekts/ Personal Assistant (PA) /pxsant a/sistant/ Personnel Manager / pace nel mientelse/ Production Team Leader / pro/dxk/n tion lists/ Sales Representative (rep) / sette reprisent/set/ Senior Administrative Assistant /'simia administrativ austant/ senior management /sixtle 'macandyment/ obodf / sterf/

auxiliar contable / ayudante de contabilidad conseiera/a delegado/a director/a financiero/a supervisor/a financiero/a. informático/a jefe/a director/a de Recursos Humanos (RR. HH.) auxiliar administrativo/a júnior director/a de marketing director/a de operaciones asistente personal gerente / director/a de personal jete/a del equipo de Producción representante de ventas auxiliar administrativo/a sénior alta dirección, equipo directivo personal

ACTIONS

assist / a'wast/
be in charge of / bit in "diody av/
describe / di'akraib/
develop / di'vclap/
explain how to use / ik'splem has ta jucs/
hire / 'hasa/
sell / wrl/

ayudar estar a cargo de definir, describir desarrollar explicar cómo usar contratar vender

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AROUND THE OFFICE

cofeteria / karfarparta/
cor park / 'kar park/
conference room / 'kanfarans rum/
ground floor / 'graund flor/
kitchen / 'kutim/
lobby / 'tabi/
maintenance / 'memtanans/
reception / rr/sepfn/
stockroom / 'stakrum/
tollet / 'tabi/
top floor / top 'flor/
worehouse / 'weshass/

cafeteria
aparcamiento, parking
sala de conferencias / juntas / reuniones
planta baja
cocina
vestibulo
mantenimiento
recepción
cuarto de almacenaje
aseo, baño
última planta
almacen

Vocabulary Builder Guide 11

Michael Brown

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