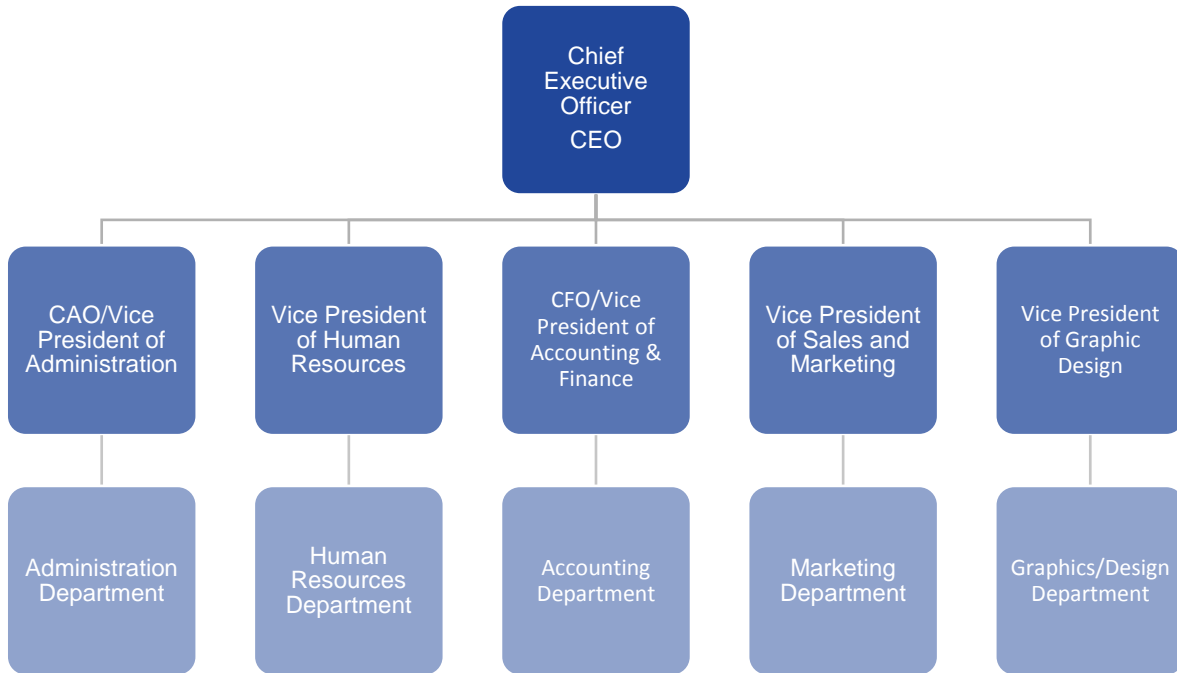


Name: \_\_\_\_\_



Administration Department	
Responsibilities	Possible Job Titles
<ul style="list-style-type: none"> <li>• Outlines the goals and objectives for the business: organized by department</li> <li>• Create a system for saving and sharing files</li> <li>• Develops company templates: letterhead, business cards, presentation template</li> <li>• Create business cards for each employee of the company</li> <li>• Coordinate the business plan project</li> <li>• Develop procedures to manage employee purchases</li> <li>• Create and deliver an employee training presentation on how to make purchases in the marketplace.</li> <li>• Conduct weekly/monthly staff meetings to review status of goals and objectives</li> <li>• Coordinate a company newsletter project</li> <li>• Organize trade show activities and oversee the design of the trade show booth</li> <li>• Develop a process to evaluate employees</li> <li>• Develop a business pitch for potential investors</li> </ul>	<ul style="list-style-type: none"> <li>• Office Manager</li> <li>• Event Planner</li> <li>• Public Relations Specialist</li> <li>• Administrative Assistant</li> </ul>

Name: \_\_\_\_\_

Human Resources Department	
Responsibilities	Possible Job Titles
<ul style="list-style-type: none"> <li>• Maintain employee records</li> <li>• Coordinate new hire paperwork for all employees</li> <li>• Create a company directory</li> <li>• Develop a company organization chart</li> <li>• Create a seating chart</li> <li>• Create daily attendance procedures</li> <li>• Take attendance daily and prepare weekly attendance reports</li> <li>• Create employee badges for each employee</li> <li>• Collect and maintain employees' weekly journals</li> <li>• Ensure all employees complete the monthly (online) self and peer evaluations</li> <li>• Prepare a presentation to train employees on payroll/paystubs and income taxes</li> <li>• Prepare a presentation on personal finance: preparing a personal budget, saving and investing options</li> <li>• Write an article for the company newsletter</li> <li>• Develop an employee manual with all company procedures</li> <li>• Conduct interim and end-of-year employee evaluations</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources Manager</li> <li>• Human Resources Associate</li> <li>• Human Resources Generalist</li> </ul>

Accounting & Finance Department	
Responsibilities	Possible Job Titles
<ul style="list-style-type: none"> <li>• Make revenue projections for the business (sales projections)</li> <li>• Make expense projections for the business (fixed and variable costs)</li> <li>• Prepare a projected Profit or Loss (income) statement</li> <li>• Identify the break-even point</li> <li>• Create an order form</li> <li>• Create an invoice template</li> <li>• Create and update a Sales Journal</li> <li>• Learn about payroll, paystubs and taxes</li> <li>• Write an article for the company newsletter</li> <li>• Create sales reports</li> <li>• Create a Profit &amp; Loss Report</li> </ul>	<ul style="list-style-type: none"> <li>• Branch Banker</li> <li>• Accounts Payable Associate</li> <li>• Accounts Receivable Associate</li> <li>• Payroll Specialist</li> </ul>

Name: \_\_\_\_\_

Marketing Department	
Responsibilities	Possible Job Titles
<ul style="list-style-type: none"> <li>• Write a product description</li> <li>• Identify a target market</li> <li>• Develop the 4 P's for your business (Product/Price/Placement/Promotion)</li> <li>• Assist with making sales projections and determining break-even point.</li> <li>• Develop a sales pitch</li> <li>• Work with the Design department to develop a company website</li> <li>• Write an article for the company newsletter</li> <li>• Create promotional materials: catalog, advertisement, promotional flyer</li> <li>• Prepare for trade show</li> <li>• Develop a business pitch for potential investors</li> </ul>	<ul style="list-style-type: none"> <li>• Sales Manager</li> <li>• Vice President of Sales</li> <li>• Sales Associate</li> <li>• Marketing Associate</li> <li>• Social Media Specialist</li> <li>• Promotions Manager</li> </ul>

Graphic Design Department	
Responsibilities	Possible Job Titles
<ul style="list-style-type: none"> <li>• Create a logo</li> <li>• Assist Admin with creating a letterhead</li> <li>• Assist Admin with creating business cards</li> <li>• Assist HR with creating employee badges</li> <li>• Work with the marketing department to develop a company website</li> <li>• Write an article for the company newsletter</li> <li>• Assist Marketing in the creation of promotional materials</li> <li>• Create an order form and invoice template for Accounting</li> <li>• Assist Marketing and Administration in the design of the trade show booth</li> <li>• Develop a template for the business pitch</li> <li>• Create a commercial</li> </ul>	<ul style="list-style-type: none"> <li>• Web Designer</li> <li>• Layout and Design Specialist</li> <li>• Graphic Design Specialist</li> </ul>