



Departments	Descriptions	Examples of Jobs/Job Titles
Business Development	Pursues strategic opportunities for an organization; e.g. by cultivating partnerships or other commercial relationships, or identifying new markets for its products or services	<ul style="list-style-type: none"> • Business Development Manager • Business Development Director
Customer Service	Assistance and advice provided by a company to customers who buy/use its products or services	<ul style="list-style-type: none"> • Field Service Support • Systems Support Engineer • Technical Support
Facilities	The integration of processes within an organization to maintain and develop the agreed services which support and improve the effectiveness of its primary activities	<ul style="list-style-type: none"> • Environmental Health and Safety • Security • Analyst/Admin • Maintenance Mechanic
Finance	Manages all cash flow into and out of a business	<ul style="list-style-type: none"> • Accountant • Accounts Payable/Receivable • Analyst/Admin • Internal audit • Investor relations • Tax analyst • Financial Planning
Human Resources	Focused on activities relating to employees	<ul style="list-style-type: none"> • Compensation/Payroll Benefits • Talent Acquisition • Analyst/Admin
Information Technology	The study, design, development, application, implementation, support or management of computer-based information systems	<ul style="list-style-type: none"> • Information Security/Cybersecurity • Systems Engineer/Developer • Systems Analyst Data Warehousing/Reporting
Legal/General Counsel	Responsible for providing legal services and advice to the company, its divisions and employees. Includes business development, contract management, real estate transactions, customer claims against the company for product damages and defects, litigation, employment law, sales and leases matters, debt collection, bankruptcy, case prosecution, etc.	<ul style="list-style-type: none"> • Analyst/Admin Compliance • Patent Attorney Paralegal • Contracts Analyst
Marketing/Advertising	The activity and processes for creating, communicating, delivering, and exchanging offerings that have value for customers, clients, and partners	<ul style="list-style-type: none"> • Event Planning • Graphic Design • Content Writer • Multimedia Communications • Branding
Operations	Converts materials and labor into goods and services as efficiently as possible to maximize the profit of an organization	<ul style="list-style-type: none"> • Engineering • Manufacturing Technician • Maintenance Mechanic • Analyst/Admin • Program/Project Management
Quality	Oversee activities and tasks needed to maintain a desired level of excellence. Includes the determination of a quality policy, creating and implementing quality planning and assurance, and quality control/improvement	<ul style="list-style-type: none"> • Quality Control • Quality Assurance • Quality Compliance • Analyst/Admin
Research and Development (R&D)	Work directed toward the innovation, introduction, and improvement of products and processes	<ul style="list-style-type: none"> • Scientist • Engineering • Scientific Research • Bioinformatics • Product Development
Sales	Responsible for selling products or services	<ul style="list-style-type: none"> • Inside Sales rep • Field Sales rep • Account Manager • Customer Solutions
Supply Chain	Oversight of materials, information, and finances as they move in a process from supplier to manufacturer to wholesaler to retailer to consumer	<ul style="list-style-type: none"> • Inventory/Materials Handling • Buyer • Planner • Logistics • Analyst/Admin • Sourcing