

8 Business Organisation Departments



The main functions of organisational departments

Department	Role
Administration	•
Accounting & Finance	•
Human Resources	•
Production	•
Purchasing	•
Sales	•
Marketing	•
Research & Development	•

The main functions of organisational departments

Department	Role
Administration	<p>It provides a <u>back-office</u> support for the organisation. The department deals with</p> <ul style="list-style-type: none">• managing correspondence• answering phone calls• onboarding and offboarding employees• creating and maintain office records (lists, documents)• updating websites and social media accounts• ordering office supplies
Accounting & Finance	<p>The department is in charge of managing its money. It takes care of</p> <ul style="list-style-type: none">• budgeting• bookkeeping• financial reporting• tax and compliance• strategic planning
Human Resources	<p>The department deals with</p> <ul style="list-style-type: none">• recruitment of the workers (hire, fire)• training and development of employees (promotion)• workplace safety standards of the company• labour law compliance (working conditions, complaints, dissatisfaction)• pay negotiations with workers
Production	<p>The department is responsible for</p> <ul style="list-style-type: none">• Converting raw materials into finished goods• Making sure that the production plans are met on time• Minimizing production costs• Planning new products and product lines• Improving and maintaining the product lines• Ensuring a high product quality

Purchasing	<p>The department is responsible for</p> <ul style="list-style-type: none"> • Evaluating the best prices for their raw materials • Buying all the necessary raw materials needed for the production of the goods • Handling all the paperwork involved with the purchasing and delivering of the goods • Complying with all the company standards
Sales	<p>The department is the direct link between a company's product and its customers.</p> <ul style="list-style-type: none"> • It sells products to the customers • It provides customer service (solving problems) • It builds relationships with the customers • It identifies the customer's needs
Marketing	<p>The department is in charge of</p> <ul style="list-style-type: none"> • developing marketing strategies • connecting with customers • organising advertising and product promotion • coordinating conferences and events • doing market researches
Research & Development	<p>It looks at developing an organisation's internal processes and at the improvement of products and services. It is in charge of</p> <ul style="list-style-type: none"> • new product research • new product development • existing product updates • quality checks • innovation

<https://www.youtube.com/watch?v=4drdlkjYG0U>