Job description for the Finance Manager

You will need to…

1. Know how much money you need
2. Be able to explain why your group needs the money it does need.
3. Keep records of the money you have spent and received
4. Keep in touch with other managers so that everything gets done.



Job description for Managing Director

1. It’s your job to make sure that everyone else is doing what they need to do.
2. You will also need to do anything that anyone else won’t or can’t do
3. You also need to check to make sure what people do is correct.
4. If there are problems you need to sort them out
5. Keep in touch with other managers so that everything gets done.



Job description for Sales Manager

You will need to do…

1. Make sure that you have enough goods to sell and it is the type of goods your clients need or want to buy
2. Make sure that the market research has been done
3. Keep in touch with other managers so that everything gets done.

Job description for Production manager

You will need to do…

1. A list of what you’re going to stock!
2. You will need to be able to explain
   * Where you will get it
   * How much it is each
   * How much we will sell it at
   * How many of each to buy
3. You will need to talk to the finance manager about the money you need.
4. Keep in touch with other managers so that everything gets done.







Job description for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You will need to do…

Job description for Advertising Manager

You will need to do…

1. Make sure that all the advertising is done and it fits in with your corporate image.
2. Check that market research has given you enough information to be able to work out what your customers are and what they want to buy.
3. Keep in touch with other managers so that everything gets done.