

Fourth Worksheet: JOB TITLES AND FUNCTIONS

TASK: Find and write the correct Czech translation where possible

<u>Job Title</u>	<u>Short Description</u>	<u>Czech translation</u>
Accountant	manages company finances	
Analyst	analyzes business data	
Assistant	supports daily operations	
Buyer	purchases needed goods	
Director	leads a department	
CEO	runs entire company	
CFO	manages financial strategy	
Commercial Agent	promotes and sells	
Coordinator	organizes team activities	
Economist	studies economic trends	
Export Sales Manager	manages foreign sales	
Head of Sales	leads sales department	
Manager	supervises team members	
Managing Director	executes company strategy	
Purchasing Manager	oversees buying process	
Purchasing Assistant	supports purchasing manager	
Sales Manager	leads sales team	
Sales Representative	sells to clients	
Secretary	handles office tasks	
Senior Executive	makes strategic decisions	

Service Engineer	repairs technical equipment	
Treasurer	controls financial resources	
Warehouse Manager	manages storage operations	
Warehouse Worker	packs and moves	
Wholesale Distribution Manager	manages product distribution	
HR Manager	recruits new employees	
Marketing Manager	plans marketing campaigns	
PR Manager	manages public image	
IT Specialist	maintains IT systems	
Customer Service Representative	helps dissatisfied customers	
Project Manager	coordinates company projects	
Quality Control Inspector	checks product quality	
Product Manager	develops new products	
Logistics Manager	plans transport routes	
Social Media Manager	manages online presence	
Business Development Manager	finds business opportunities	
Data Scientist	analyzes complex data	
UX/UI Designer	designs digital interfaces	
Sustainability Officer	promotes eco practices	
Management Board	makes top decisions	

Discuss: Which of these jobs would you like to have in the future? Why? Which job do you think is the most stressful? Which position seems the most important in a company? Are there any jobs you wouldn't like to do? Why not? Which could disappear because of automation or AI?

