

DEPARTMENTS WITHIN A COMPANY

HUMAN RESOURCE

Human resource is the most important asset in the business. The company's Human Resource Department is responsible in recruiting the right people with the required skills, qualifications and experience. They're responsible for determining the salary and wages of different job positions in the company. They're also involved in training employees for their development.

MARKETING/PROMOTION

This department is responsible for promoting the business to generate sales and help the company grow. Its function involves creating various marketing strategy and planning promotional campaigns. They are also responsible for monitoring competitor's activities.

PRODUCTION

The production department is concerned with manufacturing the products. Their function is to ensure that the raw materials are made into finished products, in good quality and free from defects.

SALES

The sales department is responsible for generating revenue once a product leaves the production department. The sales department coordinates with the marketing department in terms of brand-awareness, product-launching and more, to sell the product to their target users/customers.

DISTRIBUTION

The distribution department is responsible for receiving orders and delivering orders to the customer at the right place, at the right time.

CUSTOMER SERVICE SUPPORT

The Customer Service department is responsible for interacting with customers regarding inquiries, complaints and orders. Customer service should be provided before, during and after the purchase.

ACCOUNTING AND FINANCE

The company can't operate without money. This department is responsible for accounting, auditing, planning, and organizing finances. They're also responsible in producing the company's financial statements.

RESEARCH AND DEVELOPMENT

Research and Development will be responsible for innovations, creating new designs and styles for the product. They also search new ways of producing their products by being updated on the latest technological and economical trends.

ADMINISTRATIVE AND MANAGEMENT

The administrative and management's function is to handle the planning, decision-making, and also financial review. This department links with other departments to ensure the smooth flow of information and operations.

INFORMATION TECHNOLOGY SUPPORT

The IT department is responsible for creating software/s for other departments, providing direct operating assistance in software-use and data-management to maintain functional areas in the organization.

PURCHASING

The purchasing department is responsible for buying raw materials, machineries, equipment and supplies. This department ensures that the materials needed are in the right quantity, at the right price, made available in the right time, from the right supplier. It is also their task to inform the top management of the changes of the price or material development that could affect the company's sales.

LEGAL DEPARTMENT

The legal department is tasked to oversee and identify legal issues in all departments. They also handle customer complaints in a professional style and represent the company if sued.