

雅思分类词汇：公司员工职务词汇 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/175/2021\\_2022\\_\\_E9\\_9B\\_85\\_E6\\_80\\_9D\\_E5\\_88\\_86\\_E7\\_c11\\_175664.htm](https://www.100test.com/kao_ti2020/175/2021_2022__E9_9B_85_E6_80_9D_E5_88_86_E7_c11_175664.htm) Accounting Assistant 会计助理  
Accounting Clerk 记帐员  
Accounting Manager 会计部经理  
Accounting Staff 会计部职员  
Accounting Supervisor 会计主管  
Administration Manager 行政经理  
Administration Staff 行政人员  
Administrative Assistant 行政助理  
Administrative Clerk 行政办事员  
Advertising Staff 广告工作人员  
Airlines Sales Representative 航空公司定座员  
Airlines Staff 航空公司职员  
Application Engineer 应用工程师  
Assistant Manager 副经理  
Bond Analyst 证券分析员  
Bond Trader 证券交易员  
Business Controller 业务主任  
Business Manager 业务经理  
Buyer 采购员  
Cashier 出纳员  
Chemical Engineer 化学工程师  
Civil Engineer 土木工程  
Clerk/Receptionist 职员/接待员  
Clerk Typist & Secretary 文书打字兼秘书  
Computer Data Input Operator 计算机资料输入员  
Computer Engineer 计算机工程师  
Computer Processing Operator 计算机处理操作员  
Computer System Manager 计算机系统部经理  
Copywriter 广告文字撰稿人  
Deputy General Manager 副总经理  
Economic Research Assistant 经济助究助理  
Electrical Engineer 电气工程师  
Engineering Technician 工程技术员  
English Instructor/Teacher 英语教师  
Export Sales Manager 外销部经理  
Export Sales Staff 外销部职员  
Financial Controller 财务主任  
Financial Reporter 财务报告人  
F.X. (Foreign Exchange) Clerk 外汇部职员  
F.X. Settlement Clerk 外汇部核算员  
Fund Manager 财务经理  
General Auditor 审计长  
General Manager/ President 总经

理General Manager Assistant 总经理助理General Managers  
Secretary 总经理秘书Hardware Engineer (计算机) 硬件工程  
师Import Liaison Staff 进口联络员Import Manager 进口部经  
理Insurance Actuary 保险公司理赔员International Sales Staff 国际  
销售员Interpreter 口语翻译Legal Adviser 法律顾问Line  
Supervisor 生产线主管Maintenance Engineer 维修工程  
师Management Consultant 管理顾问Manager 经理Manager for  
Public Relations 公关部经理Manufacturing Engineer 制造工程  
师Manufacturing Worker 生产员工Market Analyst 市场分析  
员Market Development Manager 市场开发部经理Marketing  
Manager 市场销售部经理Marketing Staff 市场销售员Marketing  
Assistant 销售助理Marketing Executive 销售主管Marketing  
Representative 销售代表Marketing Representative Manager 市场  
调研部经理Mechanical Engineer 机械工程师Mining Engineer 采  
矿工程师Music Teacher 音乐教师Naval Architect 造船工程  
师Office Assistant 办公室助理Office Clerk 职员Operational  
Manager 业务经理Package Designer 包装设计师Passenger  
Reservation Staff 乘客票位预订员Personnel Clerk 人事部职  
员Personnel Manager 人事部经理Plant/ Factory Manager 厂  
长Postal Clerk 邮政人员Private Secretary 私人秘书Product  
Manager 生产部经理Production Engineer 产品工程  
师Professional Staff 专业人员Programmer 电脑程序设计  
师Project Staff (项目) 策划人员Promotional Manager 推售部经  
理Proof-reader 校对员Purchasing Agent 采购(进货)员Quality  
Control Engineer 质量管理工程师Real Estate Staff 房地产职  
员Recruitment Co-ordinator 招聘协调人Regional Manger 地区经

理Research & .Development Engineer 研究开发工程师Restaurant  
Manager 饭店经理Sales and Planning Staff 销售计划员Sales  
Assistant 销售助理Sales Clerk 店员、 售货员Sales Coordinator 销  
售协调人Sales Engineer 销售工程师Sales Executive 销售主  
管Sales Manager 销售部经理Salesperson 销售员Seller  
Representative 销售代表Sales Supervisor 销售监管School Registrar  
学校注册主任Secretarial Assistant 秘书助理Secretary 秘  
书Securities Custody Clerk 保安人员Security Officer 安全人  
员Senior Accountant 高级会计Senior Consultant/Adviser 高级顾  
问Senior Employee 高级雇员Senior Secretary 高级秘书Service  
Manager 服务部经理Simultaneous Interpreter 同声传译  
员Software Engineer (计算机)软件工程师Supervisor 监管  
员Systems Adviser 系统顾问Systems Engineer 系统工程师Systems  
Operator 系统操作员Technical Editor 技术编辑Technical  
Translator 技术翻译Technical Worker 技术工  
人Telecommunication Executive 电讯(电信)员Telephonist /  
Operator 电话接线员、 话务员Tourist Guide 导游Trade Finance  
Executive 贸易财务主管Trainee Manager 培训部经理Translation  
Checker 翻译核对员Translator 翻译员Trust Banking Executive 银  
行高级职员Typist 打字员Wordprocessor Operator 文字处理操作  
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