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https://www.100test.com/kao_ti2020/267/2021_2022_BEC_E8_8B_B1_E8_AF_AD_E8_c85_267795.htm Computers (dept) 电脑部: take care of routine installation and maintenance of computer hardware and software for various departments and subsidiaries of the company 负责公司集团各个部门和下属分公司的电脑硬件及软件的安装和正常维护 take care of exploitation and utilization of the Internet 负责网络系统的开发和利用 work on the development of personnel, accounts, production and sales systems 开发人事、财务、生产、销售等系统软件 devise a new payroll system 设计新的工资表系统软件 Production (dept) 生产部: plan and organize operations 计划和组织生产 prepare operational schedules 编制生产经营作业计划 schedule projects and deal with plant maintenance 安排项目以及负责设备运行 coordinate manufacturing activities to ensure that production and quality of products meet specifications 协调生产活动, 保证产品生产质量符合要求 observe workers to ensure compliance with standards 监督检查员工按照标准进行生产 Dispatch (dept) 配送部: manage inventories 管理库存 take/receive and manage sales orders 接收销售订单, 管理销售订单 handle the receipt, storage and issue of stock 接收产品入库、发货 prepare and check orders to go out to shops 根据订单备货和验货 deliver goods 送货 Legal (dept) 法律部: mediate patent disputes and handle infringement on behalf of the company 代表公司调解处理专利纠纷案件和侵权案 handle legal issues involving labor relations, health and safety, workers

compensation, etc. 解涉及劳工关系、健康与安全、员工赔偿等法律问题 Purchasing (dept) 采购部: 0select suppliers 挑选供应商 keep records of prices and order office supplies 登记价格和定购办公用品 procure materials according to operational schedules 根据生产进度计划, 安排产品的采购进货 prepare purchase orders 制定采购订单 manage customer relationship and deal with suppliers 从事客户关系管理, 管理供货商 Supplies (dept) 物资供应部: provide special equipment and supplies 供应专门设备和用品 provide overalls and labor protection appliances for staff 为员工提供工作服及劳保用品 dispatch supplies for subsidiaries and workshops 为下属子公司和生产车间配送原材料和零部件 Assistant General Manager 总经理助理 (副总经理): assist the general manager with routine work 协助总经理处理日常事务 be responsible for everything when the general manager is away 在总经理外出时负责全盘事物 Manager 经理: be responsible for the main activities of the company such as manufacturing and sales 负责公司制造、销售等主要业务 make decisions 作决策 handle difficult situations at work 解决工作难题 deal with problems and complaints 处理投诉 sign contracts 签订合同 monitor expenses 检查核实报销单 Secretary 秘书: make/answer telephone calls 接/打电话 make/take notes, minutes and messages 负责会议记录和电话留言等 deal with files and correspondence 处理文件信函 write memos and reports 起草备忘录及报告 work at computer for word processing 用电脑进行文字处理 receive guests and visitors 接待来访客人 arrange meetings 安排会议 make appointments 处理来访预约 Office Administrator 行政秘书: send

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