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https://www.100test.com/kao_ti2020/626/2021_2022__E5_95_86_E5_8A_A1_E5_8F_A3_E8_c96_626743.htm Len Matheson is the owner of a small company that ' s rapidly expanding. He ' s getting advice from Mary Carlyle, a business consultant, on developing a functional organizational structure to better deal with his company ' s expansion. Mary: Mr. Matheson, I ' ve studied all your reports, and your company is making excellent progress. Len: Thank you, Miss Carlyle. And please, call me Len. So, what are your recommendations for my new organizational structure? Mary: Call me Mary. First, let ' s start with your operation here. You should set up separate Administrative, Clerical, Back office, and Support functions. There ' s too much work for your personnel to wear more than one hat any more. Len: Yes, they ' re already overworked. But that will entail more Managerial functions, won ' t it? Mary: That ' s right, Len, and you ' ll need at least two new managers for separate Marketing and Product Development departments. Len: OK, Mary. What else? Mary: I think you ' ll need an Executive assistant to help you deal with Corporate affairs. That should do it for your headquarters here, but since your business is no longer just local, I also suggest setting up a Regional office in the south. Len: What about personnel there? Mary: You ' ll need the same basic functionality as here, on a reduced scale. Product Development is only needed at HQ for now. Your regional head can manage all functions there initially, but will probably need an

assistant, also. And that ' s it! Len: Thanks for your advice, Mary. Looks like I ' ll need that assistant right away to help me set all this up! 参考译文： Len Matheson是一家发展迅速的小公司的老板，为了更好地发展自己的企业，他请教商务顾问Mary Carlyle有关公司职能组织结构的建设问题。 Mary: Matheson先生，我已经看了贵公司的报告，看来贵公司业绩很不错。 Len: 谢谢，Carlyle小姐，请称呼我Len吧。请问您对我们新的组织机构有什么建议？ Mary: 请称呼我Mary就可以了。首先，从贵公司的运作谈起吧。您应该建立独立的行政、文书、后勤和支持部门。否则，您的职员就会有过多的工作，只能是身兼多职。 Len: 是的，他们已经超负荷工作了，但是这需要增加管理人员，不是吗？ Mary: 是呀，Len,你需要至少任命两个经理来单独负责市场营销部和产品开发部。 Len: 好，Mary。其他的呢？ Mary: 我认为你需要一个经理助理来帮你处理公司总部的事务，主要是处理你这里的工作，但既然您的业务已经不只是局限于本地，我建议您在南方成立一个地区公司。 Len: 那边的人事如何安排呢？ Mary: 与总部这里的职能基本相同，只是规模小些罢了，地区公司经理负责那里的一切，他可能也需要一个助手，就这些。 Len: 多谢您的建议，Mary。看起来我需要尽快找一个助手来帮我处理这件事。 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com