

# 2.3 Company Jobs

**Directions:** Use the duties for each position to fill in the title for each job below. Then as your teacher explains, fill in the job’s motto and the qualities that a successful person in each position should have.

**Vice President of Marketing**

**CEO**

**Vice President of Sales**

**Vice President of Design**

**Vice President of Finance**

**Vice President of Production**

**Title:** \_\_\_\_\_

**Duties:**

- Manage company operation and keeps team on task
- Help make important decisions
- Resolve team conflicts

**Motto:** \_\_\_\_\_

**Qualities:**

**Title:** \_\_\_\_\_

**Duties:**

- Manage company’s money
- Keep accurate financial records
- Lead pricing products

**Motto:** \_\_\_\_\_

**Qualities:**

**Title:** \_\_\_\_\_

**Duties:**

- Plan the details of what product looks like
- Be responsible for high quality and appealing product

**Motto:** \_\_\_\_\_

**Qualities:**

**Title:** \_\_\_\_\_

**Duties:**

- Come up with best strategy for making products

**Motto:** \_\_\_\_\_

**Qualities:**

**Title:** \_\_\_\_\_

**Duties:**

- Lead team in promoting the company & product
- Make sure that company is reaching customers before sales

**Motto:** \_\_\_\_\_

**Qualities:**

**Title:** \_\_\_\_\_

**Duties:**

- Provide excellent customer service
- Lead team to sell lots of products
- Help with strategy to maximize revenue

**Motto:** \_\_\_\_\_

**Qualities:**