

> 200 CORPORATE JOB DESCRIPTIONS.

ADMINISTRATIVE

Administrative Assistant
Clerk Typist
Executive Assistant
File Clerk
Office Administrator
Office Clerk
Office Manager
Receptionist
Sr. Administrative Assistant

COMMUNICATIONS

Communications Manager
Communications Specialist
Copywriter
Creative Services Manager
Desktop Publisher
Director, Communications
Graphic Designer
Publications Manager
Technical Writer
Translator

ENGINEERING

CAD Operator
Civil Engineer
Design Engineer
Document Control Administrator
Drafting Supervisor
Draftsperson
Electrical Engineer
Engineering Manager
Industrial Engineer
Manufacturing Engineer
Mechanical Engineer
Process Engineer
Product Development Engineer
Quality Assurance Engineer
Stationary Engineer
Systems Engineer

EXECUTIVE

General Manager
President
VP Engineering
VP Finance & Administration
VP Human Resources
VP Information Technology
VP Manufacturing
VP Materials Management
VP Sales & Marketing

FACILITIES MANAGEMENT

Building Maintenance
Custodian / Janitor
Facilities Manager
Mailroom Clerk
Mailroom Supervisor
Security Supervisor

FINANCE

Accountant / Bookkeeper
Accounting Manager
Accounts Payable Clerk
Accounts Payable Supervisor
Accounts Receivable Clerk
Accounts Receivable Supervisor
Audit Manager
Billing Administrator
Budget Analyst
Controller
Cost Accountant
Cost Accounting Manager
Credit & Collections Administrator
Credit Analyst
Credit Manager
Director, Finance
Financial Analyst
Financial Auditor
Financial Planning Manager
General Accounting Clerk
Payroll Administrator
Payroll Supervisor
Risk Manager
Sr. Accounting Clerk
Tax Manager
Treasurer

HUMAN RESOURCES

Benefits Administrator
Benefits Manager
Compensation Analyst
Compensation Manager
Director, Human Resources
Health & Safety Manager
HRIS Administrator
Human Resource Administrator
Human Resource Generalist
Human Resource Manager
Labour Relations Manager
Labour Relations Specialist
Recruiter
Recruitment Manager
Training Manager
Training Specialist

INFORMATION TECHNOLOGY

Applications Development Manager
Business Systems Analyst
Business Systems Manager
Computer Analyst
Computer Operations Manager
Computer Operator
Data Entry Operator
Database Administrator
Director, Information Technology
Help Desk Manager
Help Desk Specialist
Information Technology Manager
Network Administrator
Network Analyst
Programmer / Analyst
Project Manager
Security Analyst
Software Developer
Systems Analyst
Systems Architect
Technical Support Specialist
Webmaster

LEGAL

Compliance Officer
Corporate Secretary
Legal Assistant
Legal Counsel
Paralegal
Regulatory Affairs Manager

LOGISTICS

Buyer
Contracts Administrator
Contracts Manager
Customs & Traffic Manager
Customs Coordinator
Director, Materials Management
Dispatcher
Distribution Coordinator
Distribution Manager
Expeditor
Fleet Administrator
Forklift Operator
Inventory Control Coordinator
Inventory Control Manager
Logistics Coordinator
Logistics Manager
Materials Handler
Materials Manager
Materials Records Clerk
Picker / Packer
Purchasing Assistant
Purchasing Manager
Receiver
Shipper
Shipping & Receiving Administrator
Shipping & Receiving Supervisor
Stock Clerk
Traffic Coordinator
Truck Driver
Warehouse Manager

MANUFACTURING

Assembler
CNC Operator
Estimator
Lab Technician
Machine Operator
Machining Supervisor
Machinist
Maintenance Mechanic
Maintenance Supervisor
Planner / Scheduler
Plant Manager
Production Manager
Production Supervisor
Quality Assurance Manager
Quality Assurance Specialist
Repair Technician
Research & Development Manager
Research & Development Technician
Service Manager
Service Technician

SALES & MARKETING

Advertising Coordinator
Advertising Manager
Branch Manager
Brand / Product Analyst
Brand / Product Manager
Business Development Manager
Category Manager
Customer Service Manager
Customer Service Representative
Director, Marketing
Director, Sales
Events / Trade Show Coordinator
Field Service Representative
Inside Sales Manager
Inside Sales Representative
Market Research Analyst
Marketing Assistant
Marketing Manager
Marketing Specialist
Merchandiser
National Accounts Manager
Pricing Analyst
Product Support Specialist
Public Relations Manager
Regional Sales Manager
Sales & Marketing Manager
Sales Administrator
Sales Analyst
Sales Representative
Telemarketer