

Learning aim A: know about job roles and functional areas in business

Assignment Title: Job Roles and Functions in Business

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1. Describe the different organisational structures

Hierarchical

Flat

Matrix

Functional

Divisional

2. Explain the purpose of the different functional areas

Sales

Production

Purchasing

Administration

Customer Service

Distribution

Finance

Human Resources

ICT

Marketing

Research and development (R&D

NAME AND FORM

3. Briefly describe Mark and Spencer (What do they do?). Is this a small Business or a large business? Are they a Sole trader, LTD or PLC?

4. Explain the purpose of the different functional areas in Marks and

5. Describe the responsibilities of two different job roles in Marks and Spencer

Job Role 1

Job Role 2

NAME AND FORM

6. Briefly describe what Crucible Sales and Lettings do, is this a micro, small, medium or large business? Are they a sole trader, LTD or PLC?

7. Explain the different functional areas in Crucible Sales and Lettings,

8. Describe the responsibilities of two different job roles in Crucible Sales and Lettings

Job Role 1

Job Role 2

NAME AND FORM

9. Compare the job roles and responsibilities from Marks and Spencer and Crucible sales and lettings (what is the same and what is different)

Job roles and responsibilities

Similarities

Differences

Job role 1

Marks and Spencer

Job role 2

Marks and Spencer

Job role 1
Crucible sales and lettings

Job role 2
Crucible sales and lettings

10. Analyse the impact of organisational structure on job roles and functional areas in a Marks and Spencer

you must include:

- The Business aims and Objectives
- including the relationships and interactions with other functional areas
- analyse how the structure contributes to achieving the aims and objectives, showing the importance of the relationships and interactions between the functional areas
- analyse how the organisational structure impacts on job roles