


Company structure



Big companies employing a large workforce have complex internal structures, with separate specialist department in charge of different functions.

Meeting of Shareholders /
Собрание акционеров

Chairman of the Board /
Председатель правления

Chief Executive Officer
(CEO) / Исполнительный
директор

Board of Directors / Совет
Директоров (Правление)

Director of Finance /
Финансовый директор

Director of operations /
Начальник производства

Director of
Marketing / Директор по
маркетингу

Director of Human
Resources / Начальник
отдела кадров

Research and Development
Director / Директор по
исследованиям и
разработкам

Chief Accountant / Главный
бухгалтер

Factory
manager / Управляющий
фабрикой

Sales Manager / Менеджер
по продажам

Training and Development
Manager / Менеджер по
обучению и развитию

Compensation and Benefits
Manager / Менеджер по
вознаграждениям и
пособиям

Meeting of Shareholders



- *The General Meeting of Shareholders* is the Company's supreme governing body. Shareholders have the right to participate in management of the Company affairs, taking decisions in the key areas of Company business at the meetings of shareholders.
- *An Annual General Meeting of Shareholders (AGM)* is organised within six months of the end of the financial year. Further *Extraordinary Meetings of Shareholders (EGM)*, may be held at the request of the Executive or Supervisory Boards

Board of Directors

Governing body of a company.
Its members are elected by
the stockholders of the company



Duties :

- *set the company's policy, objectives, and overall direction;*
- *name members of the advisory, executive, finance, and other committees;*
- *hire, monitor, evaluate and fire the Managing Director and Seniors executives;*
- *determine and pay the dividend;*
- *Issue additional shares*
- *setting the salaries and compensation of company management;*



Chairman of the Board (COB)

The most powerful member on the board of directors who provides leadership to the firm's officers and executives. The COB ensures that the firm's duties to shareholders are being fulfilled by acting as a link between the board and upper management.

Chief Executive Officer (CEO)



The highest ranking executive in a company

Responsibilities:

- *developing and implementing high-level strategies*
- *making major corporate decisions*
- *acting as the main point of communication between the board of directors and the corporate operations*



**Top
managers**

- Set objectives
- Scan environment
- Plan and make decisions

Middle managers

- Report to top management
- Oversee first-line managers
- Develop and implement activities
- Allocate resources

First-line managers

- Report to middle managers
- Supervise employees
- Coordinate activities
- Are involved in day-to-day operations

Departments

- Accounting
- Human Resources
- Marketing
- Production
- Sales
- Works
- IT
- Logistics
- Research and Development



Accounting departments examine and analyze money within the company.

Responsibilities:

- payroll
- cash payments (disbursements)
- procurement and inventory
- cash collections
- property accounting

Chief Financial Officer

- overall responsibility for all financial matters

Treasurer

- cash management
- shareholder's relations
- capital acquisition

Controller

- financial management of corporate asset
- interpretation of financial data
- taxation
- auditing
- budgeting and profit planning

Accounting analyst

- custom reporting
- financial reporting
- account maintenance
- system support and functional use

Credit and Accounts Receivable

- billing and collecting
- credit management

Fixed Asset Accounting

General Accounting

- journal processing
- period and financial reporting

Payroll

- Payroll disbursement
- coordination with HR department



Human resources hires, fires, administrates, motivates and provides services for employees.

Human Resource Management

Human Resource Management (HRM, HR) is the management of an organization's employees. While human resource management is sometimes referred to as a "soft" management skill, effective practice within an organization requires a strategic focus to ensure that people resources can facilitate the achievement of organizational goals. Effective human resource management also contains an element of risk management for an organization which, as a minimum, ensures legislative compliance.

MARKETING
DEPARTEMENT



Marketing and sales deal with customers and sell the company's products.

Marketing & Sales Department

Sales Manager
-sells the company's products

Strategic Marketing
- plans future marketing

Market Research
-analyses customers want and need

Advertising

PR

Corporate communication
- provides information to shareholders, customers, employees

Customer service manager
- provides service after the customer has bought a product

Telesales
- sells via the telephone

Account manager
- manages existing customers

New Business
- gets in new customers



THANK YOU