

Understanding the Different Departments In A Company/Organization

It is helpful to understand what the common organizational structures are for medium to large companies. Businesses must accomplish similar functions regardless of size, legal structure or industry. These functions are often organized into departments. By understanding these functions, you become more aware of the types of careers that are available. As you review this list, note which departments seem like a place you'd like to work. Give me the results when you are finished.

Common departments include (but are not limited to):

Accounting Typically responsible for [financial reporting](#), financial controls and the raising of the capital necessary to run the business.

Human Resources Typically responsible for hiring, firing, payroll, benefits, etc.

Marketing and sales responsible for selling the business' goods or services to the customer and for managing the relationships with the customer

Marketing Typically responsible for promoting interest in, and generating demand for, the business' products or services, and [positioning](#) them within the market

Sales finding likely purchasers and obtaining their agreement (known as a [contract](#)) to buy the business' products or services

Operations makes the product or delivers the service

Production produces the raw materials into the delivered goods, if they require processing

Customer service supports customers who need help with the goods or services

Procurement responsible for acquiring the goods and services necessary for the business. Sometimes organized as:

Strategic sourcing determines the business' needs and plans for acquiring the necessary raw materials and services for the business

Purchasing processes the [purchase orders](#) and related transactions

Research and Development tests to create new products and to determine their viability (e.g. [pilot plants](#))

Information Technology manages the business' computer and data assets

Communications/Public Relations responsible for communicating to the outside world

Administration provides administrative support to the other departments (such as typing, filing, etc.)

Internal Audit is an independent control function typically accountable to the Board of Directors for reporting on the proper functioning of the other departments

Management is sometimes listed as a "department" but typically refers to the top level of leadership within the business regardless of their functional role.

The study of the efficient and effective operation of a business is called management. The main branches of management are financial management, marketing management, human resource management, strategic management, production management, service management, information technology management, and business intelligence.