Unit 12 — Office Hierarchies/ Corporate Titles



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Apprentice

a young person learning a certain trade or craft from an older expert

"He started working as an apprentice to the local carpenter when he was only 16 years old."

Assistant

an employee who helps their supervisor with their tasks and makes sure that all operations run smoothly

"Working as an assistant to the company's CEO, he handled his boss's administrative tasks, including his calendar, reports, correspondence, and more."

Associate

a professional who is linked to the company and has supporting or customer facing functions

"An associate does not necessarily have to be an employee, but could be a contractor, vendor, etc."

Thank you for your interest!

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