Unit 2 — In the Office



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admin (Administration)

the activities involved in managing or organizing a business

"Mr Sachs's personal assistant does all his admin work for him."

Cubicle

a small office space with temporary walls around it

"The junior members of staff have cubicles and the senior members have offices."

Department

a part of an organization or company which deals with a particular area

"The sales department are one of the most important departments in the company."

Dress code

a set of rules describing what employees can and cannot wear

"The company dress code states that you should wear a blue or white shirt."

File

to store information in a careful or particular way

"It took a long time to find the information as someone filed it in the wrong place."

Filing cabinet

a large piece of furniture used for holding paper documents

"All of the records for last year are in the filing cabinet on your left."

Fill in for

to substitute or replace someone for a short time

"Mary will fill in for you while you are on holiday."

In charge of

responsible for someone or something

"Mark is in charge of customer service so you need to speak with him."

Open-plan

not divided by walls

"Open-plan offices offer both advantages and disadvantages."

Orientation

an introduction meeting or training session

"You will learn about the company, its staff and your duties during orientation."

Paperwork

the part of the job involved with writing letters, reports or records

"There is a lot less paperwork now that most things are done on the computer."

Photocopier

a machine used for making copies of documents

"I'm sorry I cannot copy that now. The photocopier is broken again."

Put somebody through

to direct somebody's phone call to the correct person

"The receptionist answered the call and put the caller through to the correct department."

Shred

to completely destroy a paper document using a special machine

"As we deal with some very sensitive information, all documents must be shredded."

White-collar

relating to people who work in offices

"There are two separate canteens in the factory, one for white-collar workers and one for the production line staff."