## Professional Business Associates

## Organizational Chart

Professional Business Associates develops and sells software, hardware, and services. The services provided are:

1. Systems analysis
2. Software development and design
3. Marketing
4. Training development
5. Hardware and software sales

This large corporation has a branch office in the capital of each membership state. The corporate headquarters is located at 5454 Cleveland Avenue in Columbus, OH 43231-4021, and has 200+ employees. Management includes:

| Chief Executive Officer | Nancy Wells |
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| Financial Services Department | Harvey Rosen |
| Information Technology Department | Tom Carlson |
| Human Resources Department | Julie Smith |
| Marketing Department | Roger Meyer |
| Administrative Support Department | Edna Renick |


| Chief Executive Officer |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Financial Services | Information Technology | Human Resources | Marketing | Administrative Support |
| 1. Office Assistant <br> 2. Data Entry Clerk <br> 3. Payroll Clerk <br> 4. Accounting Clerk <br> 5. Administrative Clerk <br> 6. Database Assistant <br> 7. Spreadsheet Specialist <br> 8. Accountant <br> 9. Financial Analyst | 1. Office Assistant <br> 2. Data Entry Clerk <br> 3. Database Specialist <br> 4. Information Processing Assistant <br> 5. Administrative Assistant <br> 6. Programmer <br> 7. Software Engineer <br> 8. PC Servicing/ Troubleshooting <br> 9. Network Administration <br> 10. Digital Media Specialist <br> 11. E-commerce Specialist <br> 12. Website Developer | 1. Office Assistant <br> 2. Human <br> Resources <br> Assistant <br> 3. Information Processing Assistant <br> 4. Administrative Assistant <br> 5. Medical Support Assistant <br> 6. Insurance Benefits Clerk <br> 7. Management Assistant <br> 8. Payroll Specialist <br> 9. Wellness Coordinator | 1. Office Assistant <br> 2. Information <br> Processing <br> Assistant <br> 3. Administrative <br> Assistant <br> 4. Desktop <br> Publisher <br> 5. Graphic Design Assistant <br> 6. Desktop <br> Publishing/ <br> Graphic <br> Assistant <br> 7. International Business <br> Coordinator <br> 8. Website Liaison <br> 9. Management Assistant <br> 10. Small Business Liaison <br> 11. Research Assistant | 1. Office Assistant <br> 2. Information Processing Specialist <br> 3. Administrative Assistant <br> 4. Database Specialist <br> 5. Spreadsheet Specialist <br> 6. Desktop Publishing Assistant <br> 7. Legal Research Assistant <br> 8. Graphic Design Assistant <br> 9. Management Assistant |

