



(Talking about) *My JOB* ... !

General information :

I'm a(/the) ... / I work as a(/the)...

(*au passé*) : I was a(/the) ... / I worked as a(/the)

At ...

(which is located) in ...

+ Job/Post/Occupation

+ Job/Post/Occupation

+ company

+ location (village, town, country)



Activity :

 I deal with ...

I manage ...

I'm in charge of

I'm responsible for

(+ **Responsibility** : e.g. : sales, / Human Resources / visitors / ...)

(+ **tasks** : e.g. : incoming orders / managing reclaims / the maintenance :..)



Hierarchy :


 I manage ... (e.g. : a team of 4 technicians / the sales team / the maintenance staff / ...)
(+ **subordinates**)

 I report to ... (e.g. : The Sales Director / Mrs BROWN / Laura / ...)
(+ **my boss**)



Achievements and projects :

 I have increased sales by 16% / I have implemented a new quality process (**achievements**)

 I am developing a new product / I am recruiting team in Spain ("**present**" projects)

exemple :

I am Paul STENSON and I'm the Overseas Sales Manager at OXXON in Oakland, California. I deal with Sales in South America, so I manage a network of 56 local agents and representatives. I report to Lana BARN the Sales and Marketing Director. I have increased sales by 30% over the past 2 years, and I am developing a new network in Brazil.



BORDERS ARE NOT A PROBLEM...