

“UNIVERSIDAD DEL SURESTE “

"Mapa conceptual- Job unidad II"

Materia: Ingles

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Primer Cuatrimestre

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What is done in each job?

Accountant

It is in charge of keeping a record of the company assets and liabilities and makes all its corresponding payments, such as the payment of payroll to workers.

Cashier

The cashier must receive, deliver and guard the money in cash, checks, drafts and other documents of value, the cancellation of the corresponding payments through the cashier.

Doctor

Doctors are important for the prevention, detection, treatment and follow-up of stabilized chronic diseases.

Electrician

It is trained to control and verify the correct operation of electric motors and components of the circuits and accessories.

front desk clerk

Provide attention to external visitors and channel them to the corresponding area, Carry out the registry of external visitors to the secretary. Capture phone calls and channel them appropriately and timely.

Nurse

A nurse it encompasses the autonomous and collaborative care of people of all ages, families, groups and communities, sick or well and in all settings.

Office manager

in scheduling meetings and appointments, organizing office supplies, receiving visitors, and providing general administrative support to employees.

Painter

carries out the preparation of the paint and the painting process with the corresponding materials and tools according to the type of surface to be painted and the finish to be achieved.

Plumber

Repair broken drain lines, clogged drains, faucets, etc. Repair household appliances such as washing machines, and facilities such as sinks.



What is done in each job



Police officer

They respond to emergencies and patrol their assigned area for signs of criminal activity.



Receptionist

Provides attention to external visitors and channel them to the corresponding area, Captures telephone calls and channel them in an appropriate and timely manner.

Security guard

They are trained in equipment such as alarms, cameras, motion sensors, and radios to identify and respond to crime, fire, medical emergencies, and noise.

Taxi driver

Pick up the passengers and take them to their destinations in taxi or car type vehicles. Help passengers board the vehicle and load luggage. Guarantees the safety of users when getting on and off the vehicle.



Vendor

Vendors sell products and services to the general public and commercial establishments. Some work in stores and sell to customers face to face. Others work in offices and sell by phone.

