

## Job Description

*SPEECH ACTIVITY: Edit the word groups and/or add your own verbs. Explain your choices.*

Word Groups	Associations
manages, directs, supervises, trains, assigns, delegates, conducts, leads	management
motivates, encourages, inspires, participates, collaborates, interfaces, interacts	teamwork
greet, meets, assists	customer service
compiles, gathers, collects, verifies, updates, prepares, transcribes, writes, provides, posts, communicates, facilitates, forwards, sends, responds, files	flow of information and resources
establishes, complies	policy and procedures
implements, incorporates, coordinates, oversees, organizes, prepares, arranges, handles, sets up	plans, activities, systems, budgets
controls, monitors, maximizes/minimizes, programs (verb), reviews, screens, ensures	production, quality control
maintains, keeps	housekeeping
brainstorms, recommends, initiates, designs, develops, creates, adapts, modifies, improves	ideas, products
performs, operates, demonstrates, deploys	duties
identifies, analyzes, evaluates, assesses, plans, negotiates, resolves	decision making