

## Spelling list: Jobs, business

A list of words for English spelling and vocabulary help and learning. For further help, teaching and lessons about spelling please try our spelling course.

administrator	An <b>administrator</b> manages the running of a business.
advisor	An <b>advisor</b> is an expert who gives advice.
businessman	A <b>businessman</b> is a person engaged in commercial or industrial business.
executive	An <b>executive</b> is a person responsible for the administration of a business.
manager	A <b>manager</b> is someone who controls resources and expenditures.
receptionist	A <b>receptionist</b> is a secretary whose main duty is to answer the telephone and receive visitors.
secretary	A <b>secretary</b> is an assistant who handles correspondence and clerical work for a boss or an organization.