

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