8 - Becoming an Expert
Company Systems and Procedures

Systems

Company Systems and Procedures.

At everyone's place of business there are daily, weekly or monthly systems and procedures that are followed. The employee who makes an effort to observe or learn how to carry out these procedures will be more valuable to the employer. List below the systems or procedures that you **observe or are responsible for** at your work site.

Examples: Opening store or office. Closing store or office. Making deposits. Handling mail: sorting, postage, weighing. Maintaining equipment. Scheduling workers. Handling cash. Accounts Payable. Accounts Receivable. Advertising and marketing. Customer Satisfaction.
Registration, enrollment