CHINESE BOOST

Office work Chinese vocabulary: Advanced (HSK 7-9)

25 words with pinyin, 繁體 and meanings, 23 of them with an example sentence.
Every word here links to its entry on the site.

Office work Chinese vocabulary: Advanced (HSK 7-9) on the web
The same words as a CSV, for Anki or a spreadsheet
A free account, which keeps 简体 or 繁體, pinyin or 注音 and the rest of how you read Chinese on every device

Chinese Boost. Licensed under a Creative Commons Attribution-ShareAlike 4.0 International Licence.

Words

日程表
rìchéngbiǎo daily schedule

> 会议已经写进日程表了。
> Huìyì yǐjīng xiě jìn rìchéngbiǎo le.
> The meeting has already been added to the schedule.

业绩 業績
yèjì achievement / accomplishment / performance (of a business, employee etc) / results

> 业绩好的人奖金也多。
> Yèjì hǎo de rén jiǎngjīn yě duō.
> People with good performance get bigger bonuses too.

日程
rìchéng schedule / itinerary

> 这周的日程排得很满。
> Zhè zhōu de rìchéng pái de hěn mǎn.
> This week's schedule is packed.

草拟 草擬
cǎonǐ first draft / to draw up (a first version)

> 同事们草拟了新的工作规定。
> Tóngshìmen cǎonǐ le xīn de gōngzuò guīdìng.
> My colleagues drew up new work regulations.

审批 審批
shěnpī to examine and approve / to endorse

> 办这个手续需要经理审批。
> Bàn zhège shǒuxù xūyào jīnglǐ shěnpī.
> This procedure needs the manager's examination and approval.

考勤
kǎoqín to check attendance (at school or workplace) / to monitor efficiency (of workers)

归档 歸檔
guīdàng to file away / to place on file

备忘录 備忘錄
bèiwànglù memorandum / aide-memoire / memorandum book

> 她带着一本小备忘录。
> Tā dàizhe yìběn xiǎo bèiwànglù.
> She carries a small memo book with her.

行政
xíngzhèng administration / administrative / executive

> 谁是行政助理?
> Shéi shì xíngzhèng zhùlǐ?
> Who is the Administrative Assistant?

表决 表決
biǎojué to decide by vote / to vote

> 代表们正在会场里投票表决吗?
> Dàibiǎomen zhèngzài huìchǎng lǐ tóupiào biǎojué ma?
> Are the delegates voting in the meeting hall right now?

办事处 辦事處
bànshìchù office / agency / bureau

> 他在福利办事处上班。
> Tā zài fúlì bànshìchù shàngbān.
> He works at the welfare office.

起草
qǐcǎo to make a draft / to draw up (plans)

> 律师正在起草一份合同。
> Lǜshī zhèngzài qǐcǎo yífèn hétong.
> The lawyer is drafting a contract.

议程 議程
yìchéng agenda / agenda item

> 新的议程什么时候发给我们?
> Xīn de yìchéng shénme shíhou fāgěi wǒmen?
> When will the new agenda be sent to us?

晋升 晉升
jìnshēng to promote to a higher position

> 你什么时候能晋升?
> Nǐ shénme shíhou néng jìnshēng?
> When will you get promoted?

上任
shàngrèn to take office / previous (incumbent) / predecessor

> 新校长下个月就要上任了。
> Xīn xiàozhǎng xiàgeyuè jiùyào shàngrènle.
> The new principal will take office next month.

议题 議題
yìtí topic of discussion / topic / subject / issue (under discussion)

> 今天会议的议题是什么?
> Jīntiān huìyì de yìtí shì shénme?
> What is the topic of today's meeting?

接替

jiētì to replace / to take over (a position or post)

> 父亲退休，他接替了这份工作。
> Fùqīn tuìxiū, tā jiētìle zhè fèn gōngzuò.
> When his father retired, he took over the job.

纪要 紀要

jìyào minutes / written summary of a meeting

> 秘书正在整理昨天的会议纪要。
> Mìshū zhèngzài zhěnglǐ zuótiān de huìyì jìyào.
> The secretary is putting together yesterday's meeting minutes.

敬业 敬業

jìngyè dedicated to one's work

> 努力和敬业会让你成功。
> Nǔlì hé jìngyè huì ràng nǐ chénggōng.
> Hard work and dedication will bring you success.

上岗 上崗

shànggǎng to take up one's post / to go on duty / to take up a job

> 保安每天早上八点准时上岗。
> Bǎo'ān měitiān zǎoshang bā diǎn zhǔnshí shànggǎng.
> The security guards go on duty at eight sharp every morning.

绩效 績效

jìxiào performance / results / achievement

> 年底奖金要看每个人的绩效。
> Niándǐ jiǎngjīn yào kàn měige rén de jìxiào.
> The year-end bonus depends on each person's performance.

晋级 晉級

jìnjí to advance in rank / promotion / advancement

> 哪两支球队能晋级下一轮?
> Nǎ liǎng zhī qiúduì néng jìnjí xià yìlún?
> Which two teams can advance to the next round?

报销 報銷

bàoxiāo to submit an expense account / to apply for reimbursement / to write off / to wipe out

> 出差的车票可以报销吗?
> Chūchāi de chēpiào kěyǐ bàoxiāo ma?
> Can I get reimbursed for train tickets from a business trip?

接手

jiēshǒu to take over (duties etc) / catcher (baseball etc)

> 他接手了他父亲的公司。
> Tā jiēshǒule tā fùqīn de gōngsī.
> He has taken over his father's business.

夜班

yèbān night shift

> 夜班护士快来接班了。
> Yèbān hùshi kuài lái jiēbānle.
> The night-shift nurse is about to come and take over.