

DB

北京市地方标准

公共场所双语标识英文译法 实施指南 商业

2007-03 实施

北京市人民政府外事办公室

北京市民讲外语活动组委会办公室

北京市规范公共场所英语标识工作领导小组办公室

企业名称及业态类

序号	中文名称	英文名称
1	XX 大厦	XX Tower/Plaza/Mansion/Building
2	贸易中心	Trade Center
3	XX 商场	XX Store
4	百货商场	Department Store
5	购物中心	Shopping Center
6	大型购物中心	Shopping Mall
7	社区购物中心	Community Shopping Center
8	市区购物中心	Urban Shopping Center
9	城郊购物中心	Suburban Shopping Center
10	食品店	Food Store
11	食杂店	Grocery Store
12	便利店	Convenience Store
13	折扣店	Discount Store/ Outlets
14	超市	Supermarket
15	精选超市	Gourmet Supermarket
16	大型超市	Hypermarket
17	仓储式会员店	Membership Store/Member's Club
18	专业店	Speciality Store
19	专卖店	Boutique
20	家居建材商店	Home Furnishing Store
21	美容美发中心（厅）	Beauty Salon
22	美容美体中心（养生馆、俱乐部）	Beauty and Body Care (Health Club)
23	水疗生活馆	Spa
24	美容院（城）	Beauty Salon/ Beauty Center/Beauty Care
25	美容沙龙	Beauty Salon
26	女子美容坊（生活馆、工作室）	Ladies' Beauty Shop (Lounge and Studio)
27	女子舍宾	Women Shaping
28	美发沙龙	Hair Dressing Salon
29	形象设计中心	Image Design Center
30	洗浴中心	Bath Center

31	脚病治疗中心	Treatment Center for Foot Ailments
32	发型工作室	Hair Studio
33	餐馆	Restaurant
34	美食城	Food Palace
35	美食街	Food Street/Food Court
36	美食广场	Food Plaza
37	中式快餐	Chinese Fast Food
38	美食天地	Food Court
39	风味小吃	Local Delicacies
40	食府（风味食府）	Restaurant (Local Food)
41	小吃店	Snack Bar
42	咖啡店/咖啡厅	Coffee Shop/Café
43	烤鸭店	Roast Duck Restaurant
44	特色餐馆	Speciality Restaurant
45	电器城	Home Appliances Store / Home Appliances Center
46	音像制品店	Audio-Video Shop
47	婚纱摄影室	Wedding Photography Studio
48	儿童摄影室	Children Photography Studio
49	全家福摄影室	Family Portrait Photography Studio
50	数码工作室	Digital Studio
51	洗衣工作间	Laundry
52	眼镜店	Optical Shop
53	药店	Pharmacy
54	新华书店	Xinhua Bookstore
55	酒吧	Bar
56	游戏厅	Video Game Room
57	电影院	Movie Theater/Cinema
58	摄影室	Photography
59	化妆室	Dressing Room
60	婚纱摄影楼	Wedding Photography Gallery
61	同仁堂药店	Tongrentang Pharmacy
62	步瀛斋鞋店	Buyingzhai Shoes
63	盛锡福帽店	Shengxifu Hat

64	御食园食品	Yushi yuan Imperial Flavored Food
65	年糕杨	Yang's Rice Cakes
66	加州兰美食街	Jiazhoulun Food Court
67	大栅栏—琉璃厂文化商业区	Dashilan-Liulichang Culture and Commercial District
68	京城茶叶第一街	Beijing No.1 Tea Street
69	牛街民族特色街区	Niujie Islamic Culture District
70	天桥民俗特色街区	Tianqiao Folk Culture District
71	王府井步行街	Wangfujing Pedestrian Street
72	西单商业街	Xidan Shopping Street
73	大栅栏商业步行街	Dashilan Shopping and Pedestrian Street
74	东直门内餐饮街	Dongzhimennei Food Street
75	马连道茶叶街	Maliandao Tea Street
76	莱太花卉街	Laitai Flowers & Plants Street
77	十里河家居建材街	Shilihe Home Improvement Center
78	什刹海茶艺酒吧街	Shichahai Teahouses and Bars Street
79	高碑店古典家具街	Gaobeidian Classical Furniture Street
80	中国黄金第一家	China No.1 Gold Store
81	XX 精品店	XX Fancy Shop

基础设施

序号	中文名称	英文名称
1	试衣间	Fitting Room
2	洗手间/厕所/卫生间	Toilet
3	男洗手间	Gents/Men
4	女洗手间	Ladies/Women
5	插卡式公用电话	Magnetic Card Telephone
6	楼梯（步行梯）	Stairs（图形）
7	停车场	Parking
8	自行车停放处	Bicycle Parking
9	火警下压器	Fire Alarm Press
10	灭火器箱	Fire Extinguisher
11	火警 119	Fire Call 119/Fire Alarm 119
12	无障碍通道	Wheelchair Accessible
13	残障顾客专用洗手间	Wheelchair Accessible

14	残障顾客专用泊车位	Wheelchair Accessible
15	残障顾客专用坡道	Wheelchair Ramp
16	自动直梯	Elevator/Lift
17	观光梯	Sightseeing Elevator /Sightseeing Lift
18	货梯	Cargo Lift
19	自动提款机	ATM
20	休闲广场	Entertainment Plaza
21	消防通道	Fire Engine Access
22	消防设施	Fire Extinguisher
23	消火栓	Fire Hydrant
24	一/二/三/四/五层（楼）	F1/F2/F3/F4/F5
25	地下一层/二层/三层	B1/B2/B3
26	奥运商品专柜	Beijing 2008 Official Licensed Product Counter
27	总服务台	Information & Reception Desk
28	问询处	Information
29	收款台、收银处	Cashier
30	外币兑换处	Foreign Exchange
31	开发票处	Invoice Counter
32	顾客接待室	Reception
33	顾客休息室	Lounge
34	值班经理台	Duty Office
35	商务中心	Business Center
36	加工室	Processing Room
37	验光室	Optometry Room
38	配镜区	Glasses Prescription
39	取镜修理	Pick-Up & Repairs
40	精品区	Designer Frames
41	学生配镜专柜	Child & Student Frames
42	网吧	Internet Café
43	饮水处	Drinking Water
44	擦鞋机	Automatic Shoe Polisher
45	快速通道	Express Lane
46	无购物通道	Non-Purchase Exit

47	存包处	Bag Check
48	取包处	Bag Claim
49	衣帽寄存处	Cloakroom
50	咨询处	Information
51	购物车	Shopping Cart/Shopping Trolley
52	购物筐	Shopping Basket
53	手机充电处	Cellphone Recharging /Mobile Phone Recharging
54	水吧	Water Bar/Drink Bar
55	吸烟室、吸烟区	Smoking Room/Smoking Area
56	洗衣店	Laundry
57	垃圾箱、废物箱	Trash/Litter
58	可回收物	Recyclable
59	有害垃圾	Harmful Waste
60	大件垃圾	Bulky Waste
61	可燃垃圾	Combustible
62	可堆肥垃圾	Compostable
63	其他垃圾	Other Waste
64	纸类	Paper
65	塑料	Plastic
66	金属	Metal
67	玻璃	Glass
68	织物	Textile
69	瓶罐	Bottle & Can
70	厨余垃圾	Kitchen Waste
71	电池	Battery
72	地下一层停车场	B1 Parking
73	地下二层停车场	B2 Parking
74	地下三层停车场	B3 Parking
75	地下四层停车场	B4 Parking
76	商场楼层平面图	Shopping Mall Floor Plan
77	东、西、南、北	East, West, South, North

警示提示信息

序号	中文名称	英文名称
----	------	------

1	紧急出口	Emergency Exit
2	安全出口	EXIT/Exit
3	入口	ENTRANCE/Entrance
4	出口	EXIT/Exit
5	停车场入口	ENTRANCE/Entrance
6	停车场出口	EXIT/Exit
7	超市入口	ENTRANCE/Entrance
8	超市出口	EXIT/Exit
9	小心磕碰	Beware of Collisions
10	小心碰头	Mind Your Head/Watch Your Head
11	小心玻璃	Caution! Glass
12	小心地滑/小心滑倒	Caution! Slippery/Caution! Wet Floor
13	小心烫伤	Caution! Hot
14	小心脚下/注意台阶	Mind the Step/Watch Your Step
15	禁止吸烟/请勿吸烟	No Smoking
16	暂停使用	Temporarily Closed
17	暂停服务	Temporarily Out of Service
18	暂停收款	Temporarily Closed
19	正在维修	Under Repair
20	办公区	Administrative Area
21	顾客止步	Staff Only
22	禁止通过	No Admittance
23	营业时间	Open Hours/Business Hours
24	请勿挤靠	Please don't push or lean on XXX.
25	请随手关门	Keep Door Closed/Please close door behind you.
26	推（门）	PUSH/Push
27	拉（门）	PULL/Pull
28	员工通道	Staff Only
29	请扶好站好	Please Use Handrail
30	请照看好您的物品/请保管好自己财物	Take Care of Your Belongings/ Keep an eye on your belongings
31	老幼乘梯需家人陪同	Seniors and children must be accompanied.
32	未付款商品请勿带进卫生间	Please don't take unpaid-for merchandise into the toilet.
33	请勿推购物车上下电梯	No shopping carts allowed on the escalator.

34	请勿带宠物入内	No Pets Allowed
35	此梯不能到超市	This elevator doesn't go to the supermarket.
36	请照看好您的小孩	Please Attend to Your Children
37	请您保存好购物凭证	Please keep the receipt as proof of purchase and your guarantee
38	票款当面点清	Please check your change before leaving
39	通往 XXX	To XXX
40	紧急疏散示意图	Evacuation Chart
41	易碎物品轻拿轻放	Fragile! Handle with Care
42	小心试穿，避免口红蹭在衣服上	Don't Get Lipstick Stain on the Dress
43	进入超市请先存包	Please Deposit Your Bags
45	请勿带宠物进入超市	No Pets Allowed
46	购物车仅限超市购物使用，请不要将购物车推出商场停车场以外	The shopping cart is for store-use only. Please leave it in the parking lot.
47	请您先付款再品尝	Please Pay before Trying
48	超市商品无质量问题不退换	No refunds or exchanges except for defective products
49	请勿将自带食品、饮料带入超市	No Outside Food or Beverages Allowed
50	遇有火灾请勿用电梯	Don't Use Elevator in Case of Fire
51	乘此梯至地下停车场	Elevator to Basement Parking
52	由此至上楼（下楼）	Upstairs/Downstairs
53	由此至地铁站	To Subway Station
54	车位已满	Occupied
55	伸手出水	Automatic Tap
56	已付款封袋的商品请勿在超市内拆封	Please don't open paid-and-packed merchandise in the supermarket
57	存包的顾客请到正门存包处取包	Please Check Out Your Bags
58	爱护公共设施	Please Protect Public Facilities
59	施工请绕行	Detour. Construction Ahead.
60	带来不便敬请谅解	Sorry for the Inconvenience

经营服务信息

序号	中文名称	英文名称
1	欢迎光临	Welcome

2	特价	Sale/On Sale
3	特卖场	Special Sales
4	名品折扣广场	Outlets
5	XX 商情	XX Business Information
6	产地	Place of Production /Place of Origin
7	品名	Product Name
8	价格	Price
9	单价	Unit Price
10	等级	Class/Grade
11	规格	Specifications
12	手语服务	Sign Language Service
13	义务导购服务	Shopping Guide
14	退换商品	Returns
15	代售电话卡、地图	Phone Cards & Maps
16	代售演出文体票	Tickets for Shows & Sporting Events
17	代售火车票	Train Tickets
18	代售民航机票	Airline Tickets
19	广播寻人寻物	Paging Service
20	验目配镜/验光服务	Optometry
21	代客泊车	Valet Parking
22	轮椅租借	Wheelchair Rental
23	婴儿车租用	Stroller Rental
24	首饰加工	Jewelry Processing
25	裁剪熨烫	Tailoring & Ironing
26	钟表维修	Watch & Clock Repair
27	皮鞋修鞋、皮鞋美容	Shoe Repair & Polish
28	微波食品加热	Microwave Heating
29	散瞳验光	Mydriasis Test & Optometry
30	购物指南(导购图)	Shopping Directory
31	打折/优惠	Discount
40	店庆促销	Anniversary Sale
41	节日促销	Holiday Sale
44	商品订制	Special Orders
45	咖啡研磨	Coffee Grinding

46	蛋糕订做	Cake Orders
47	定制绣画	Custom-Made Embroidery
48	商品保养及维修	Maintenance & Repairs
49	厨具清洗	Kitchenware Cleaning
50	有偿清洗	Cleaning Service
51	服装修改	Clothing Alterations Service
52	裤边修改	Hemming
53	餐饮服务	Food & Beverages
54	摄影及照片冲印	Photo Printing & Studio
55	柯达洗印	Kodak Photos
56	原照	Original Photo
57	加洗	Extra Copies
58	彩色放大	Color Enlargements
59	黑白放大	Black and White Enlargements
60	艺术摄影	Portrait Studio
61	色彩搭配及着装款式风格咨询指导服务	Styling Consultation Service
62	自由退换货	Refundable and Exchangeable
63	全市范围免费送货	Free City-Wide Delivery
64	网上商城	E-Shop
65	电话购物	Telephone Shopping
66	商品邮寄及托运	Mailing & Delivery
67	代客送礼	Gifts Delivery Service
68	礼品包装	Gift Wrapping/Gift Packing
69	服务指南	Service Information
70	照片冲印	Photographic Processing Service
71	导购图	Shopping Directory
72	VIP 服务中心	VIP Service Center
73	VIP 卡购物获赠、售卖换卡、积分查询、赠礼、使用规则咨询	VIP Card Inquiry
74	问咨服务	Information
75	汇总发票	General Invoice Issuing
76	跨楼层支票购物	Cheque purchases on any/every floor.
77	代客存衣	Cloakroom

78	电话号码簿、信息查询	Yellow Pages
79	全面送货	Delivery Service
80	餐饮	Food & Beverages (服务)/ Restaurant (行业)
81	娱乐	Entertainment
82	黄金加工	Gold Processing
83	IC 卡电话	IC Card Telephone
84	售后服务热线	After-Sale Service Hotline
85	凉菜	Cold Dishes
86	热菜（炒菜）	Hot Dishes
87	面食	Wheaten Food
88	面点	Pastries
89	酒水	Alcohol & Beverages
90	饮料	Beverages

商品名称

序号	中文名称	英文名称
1	服装饰品	Fashion and Accessories
2	女士服装	Women's Wear
3	儿童服装	Children's Wear
4	运动服装/体育服装	Sportswear
5	休闲服装	Casual Wear
6	皮革毛草	Leatherwear and Furs
7	针棉内衣	Knitted and Cotton Underwear
8	鞋帽	Shoes and Hats
9	女士皮鞋	Women's Leather Shoes
10	男士皮鞋	Men's Leather Shoes
11	女鞋	Women's Shoes
12	男鞋	Men's Shoes
13	儿童鞋	Children's Shoes
14	旅游运动鞋	Sneakers
15	进口高档化妆品	Imported Cosmetics
16	精品腕表	Luxury Watches
17	化妆品	Cosmetics
18	钟表	Clocks and Watches

19	运动用品	Sports Equipment
20	休闲包	Casual Bags
21	旅行箱包	Luggage and Suitcases
22	男士服装	Men's Wear
23	男式手包	Men's Bags
24	时尚内衣	Lingerie
25	羊绒	Cashmere
26	珠宝钟镜	Jewelry, Clocks and Mirrors
27	国际精品皮具	Luxury Leatherware
28	烟	Tobacco
29	酒	Alcohol/Liquor
30	特色食品	Speciality Foods
31	高贵女装	Women's Luxury Wear
32	精品女鞋	Women's Luxury Shoes
33	女配饰/女士饰品	Women's Accessories
34	青春服饰	Teens Clothes & Accessories
35	精品男装	Designer Men's Wear
36	精品男鞋	Designer Men's Shoes
37	男配饰	Men's Accessories
38	毛织	Woolens
39	内衣	Underwear
40	彩妆	Color Make-Up
41	居室/家居用品	Household Supplies
42	厨卫	Kitchen and Bath
43	数码产品	Digital Products
44	家用电器/精品小家电	Household Electric Appliances
45	运动休闲	Sports and Casual Wear
46	儿童服饰及用品	Children's Wear and Products
47	体育保健用品	Sports and Healthcare Products
48	日用品	Daily Necessities
49	纸制品	Paper Products
50	卫生巾	Sanitary Napkins
51	洗护发用品	Shampoo & Conditioner
52	洗涤用品	Detergent

53	香皂	Soap
54	口腔清洁用品	Oral Hygiene Products
55	奶粉	Powdered Milk
56	保健食品	Health Food
57	罐头	Canned Food
58	饼干	Biscuits
59	曲奇	Cookies
60	休闲食品	Snacks
61	巧克力	Chocolates
62	干果	Dry Fruits
63	水果	Fruits
64	蔬菜	Vegetables
65	熟食	Cooked Food
66	杂粮	Coarse Cereals
67	卫生用品	Hygienic Products
68	汽车用品	Automobile Products
69	护肤用品	Skin Care Products
70	袜子	Socks
71	咖啡	Coffee
72	婴儿食品	Baby Food
73	蜂蜜	Honey
74	冲饮	Instant Drinks
75	进口调料	Imported Condiments / Imported Seasonings
76	调味系列	Condiments & Seasonings
77	干菜	Dried Vegetables
78	散装食品	Unpacked Foods
79	鲜奶	Milk
80	啤酒	Beer
81	面包	Bread
82	方便面	Instant Noodles
83	宠物用品	Pet Supplies & Pet Products
84	毛巾	Towels
85	浴盐	Bath Salt
86	半成品	Partially Prepared Products

87	通讯器材	Communication Equipment
88	手机	Cellphones /Mobile Phones
89	手机配件	Cellphone Accessories
90	手机维修	Cellphone Repairs
91	移动营业厅	China Mobile Service Hall
92	移动通信体验中心	China Mobile Interactive Center
93	电脑及配套设备	Computers and Accessories
94	电脑耗材	Computer Consumables
95	软件	Software
96	电视机	Television
97	摄录像机	Video Camera
98	影碟机	DVD Player
99	音响影院	Home Theater
100	电话机	Telephone
101	金银珠宝	Jewelry
102	玉件	Jade Products
103	工艺品	Arts and Crafts
104	摄影器材	Camera Equipment
105	图书音像	Books, Audio & Video Products
106	乐器	Musical Instruments
107	文化用品/学习用具	Stationery
108	户外运动系列	Out-Door Sports Series
109	中西药品	Pharmaceuticals
110	保健品	Health Products
111	医疗器械	Medical Equipment
112	电视购物	TV Shopping
113	夕阳红专柜	Senior Products Counter
114	商务休闲	Business Casual
115	运动系列	Sports Series
116	鞋帽精品	Designer Shoes and Hats
117	布鞋拖鞋	Fabric Shoes and Slippers
118	箱包皮具	Suitcases & Leatherware
119	男裤衬衫	Men's Pants and Shirts
120	时尚皮服	Fashion Leatherwear

121	羽绒服	Down Jackets
122	职业女装	Women's Suits
123	皮服/皮衣	Leatherwear
124	羊毛服装	Woolens
125	女士休闲服装	Women's Casual Wear
126	流行服饰	Fashion
127	针棉织品	Knitted and Cotton Goods
128	保暖内衣	Thermal Underwear
129	女士内衣	Lingerie
130	文胸	Bras
131	男士正装/男士西装/绅士正装	Men's Suits
132	男士休闲装	Men's Casual Wear
133	商务休闲装	Business Casual Wear
134	羊绒毛衫	Cashmere and Woolen Sweaters
135	布艺	Fabrics and Lace
136	寝具毛线	Bedding and Woolens
137	衬衫女裤	Women's Pants and Blouses
138	中老年女装	Senior Ladies' Wear
139	普兰德干洗店	Pride Laundry
140	饮水净水器	Water Filter
141	加湿净化器	Humidifier
142	食品加工机	Food Processor
143	冰箱	Fridge/Refrigerator
144	空调	Air Conditioner
145	洗衣机	Washer/Washing Machine
146	热水器	Water Heater
147	微波炉	Microwave Oven
148	烟机灶具	Kitchen Ventilator and Cooking Stove
149	消毒柜	Sterilizer
150	熟食糕点	Cooked Food and Pastries
151	名烟名酒	Brand Name Tobacco and Alcohol/Liquor
152	糖果茶叶	Candy and Tea
153	干鲜果品	Dry and Fresh Fruits

154	食品超市	Food Supermarket
155	百货精品	Groceries
156	钟表眼镜	Clocks, Watches and Glasses
157	亨得利	Hengdeli Clocks & Watches
158	鲜肉水产	Meat, Poultry and Seafood
159	粮油禽蛋	Grain, Cooking Oil and Eggs
160	干鲜蔬菜	Dried and Fresh Vegetables
161	副食调料	Subsidiary Food and Seasonings
162	速冻食品	Quick-Frozen Food
163	腊肉酱菜	Preserved Meat and Pickled Vegetables
164	干海产品	Dried Seafood
165	豆制品	Bean Products
166	主食厨房	Wheaten Food
167	日用百货	Daily Household Necessities
168	洗涤超市	Cleansing Products Supermarket
169	不锈钢制品	Stainless Steel Products
170	玻璃陶瓷	Glassware and Ceramics
171	自行车	Bicycle
172	五金灯具	Hardware and Lamps
173	保险柜	Safe
174	名品家俱	Designer Furniture
175	体育用品/体育器材	Sports Equipment
176	健身器材	Fitness Equipment
177	泳装	Swimwear
178	垂钓用具	Fishing Equipment
179	婴儿用品	Baby Care
180	童鞋	Children's Shoes
181	童袜	Children's Socks
182	儿童玩具	Children's Toys
183	办公用品	Office Supplies
184	特价服装	Discount Clothes
185	箱包	Bags and Suitcases
186	皮具	Leatherware
187	领带	Tie

188	食品	Food Stuffs
189	北京特产	Beijing Specialties
190	旅游纪念品	Souvenirs
191	面包糕点	Bread and Cakes
192	方便食品	Instant Food
193	水果蔬菜	Fruits and Vegetables
194	饮料罐头	Beverages and Canned Food
195	足金戒指	24K Gold Ring
196	足金项链	24K Gold Necklace
197	足金耳环	24K Gold Earrings
198	足金手链	24K Gold Bracelet
199	足金耳钉	24K Gold Ear Studs
200	足金项坠	24K Gold Pendant
201	足金精品	24K Gold Gifts
202	千足金戒指	99.9% Gold Ring
203	千足金项链	99.9% Gold Necklace
204	千足金耳环	99.9% Gold Earrings
205	千足金手链	99.9% Gold Bracelet
206	千足金耳钉	99.9% Gold Ear Studs
207	千足金项坠	99.9% Gold Pendant
208	千足金摆件	99.9% Gold Ornaments
209	儿童金饰品	Gold Accessories for Children
210	金银币章	Gold and Silver Coins & Badges
211	PT950 戒指	PT950 Ring
212	PT950 项链	PT950 Necklace
213	PT950 手链	PT950 Bracelet
214	PT950 耳环	PT950 Earrings
215	PT950 项坠	PT950 Pendant
216	PT950 手镯	PT950 Bracelet
217	PT950 饰品	PT950 Accessories
218	翡翠精品	Exquisite Jade
219	翡翠饰品	Jade Accessories
220	翡翠缘	Jade Luck
221	文化石	Art Stone

222	钻石精品	Exquisite Diamond
223	钻石戒指	Diamond Ring
224	钻石项链	Diamond Necklace
225	钻石手链	Diamond Bracelet
226	钻石耳钉	Diamond Ear Studs
227	钻石项坠	Diamond Pendant
228	十二生肖石	Chinese Zodiac Stones
229	蓝宝石饰品	Sapphire Accessories
230	红宝石饰品	Ruby Accessories
231	珠宝饰品	Jewelry Accessories
232	珠宝精品	Exquisite Jewelry
233	珍珠饰品	Pearl Accessories
234	黄金	Gold
235	铂金	Platinum
236	钻石	Diamonds
237	珠宝	Jewelry
238	银饰品	Silver Accessories

服务人员名称

序号	中文名称	英文名称
1	营业员	Sales Clerk/ Sales Assistant
2	收银员	Cashier
3	信息员	Messenger
4	理货员	Tally Clerk
5	导购员	Shopping Guide
6	服务员	Waiter / Waitress (餐饮业)
7	理发师	Hairdresser
8	美容师	Beautician
9	美发师	Hair Stylist
10	验光师	Optometrist
11	摄影师	Photographer
12	保洁员	Cleaner
13	保安	Security Guard
14	管理人员	Management Personnel

15	董事长	Chairman of the Board
16	董事	Director
17	总经理	General Manager
18	副总经理	Deputy General Manager
19	经理	Manager/Director
20	副经理	Assistant Manager/Deputy Manager
21	执行经理	Executive Manager
22	部长	Department Head
23	部长助理	Assistant Department Head
24	主任	Director
25	主办	Main Organizer
26	项目经理	Project Manager
27	党委书记	Secretary of the Party Committee
28	会长	President/Chairman
29	主管	Person in Charge
30	商场经理	Store Manager
31	干事	Staff
32	采购部经理	Purchasing Manager
33	工会主席	Chairman of the Labor Union/ Chairman of the Trade Union

部门名称

序号	中文名称	英文名称
1	总经理办公室	General Manager's Office
2	经理办公室	Manager's Office
3	人力资源部	Human Resources Department
4	财务管理部	Financial Management Department
5	物流管理部	Logistics Management Department
6	信息管理部	Information Management Department
7	服务部	Service Department
8	物业行政部	Property and Administration Department
9	安全保卫部	Security Department
10	党委办公室	Party Committee Office
11	组织宣传部	Publicity Department
12	工会	Labor Union/Trade Union

13	团委	Youth League Committee
14	运营保障部	Business Supporting Department
15	会计室	Accountant's Office
16	计算机室	Computer Room
17	卖场部	Sales Department
18	超市连锁采购部	Chain Store Purchasing Department
19	珠宝化妆休闲采购部	Jewelry and Cosmetics Purchasing Department
20	女士休闲采购部	Women's Casual Wear Purchasing Department
21	女士精品采购部	Women's Choice Goods Purchasing Department
22	妇用羊绒采购部	Women's Cashmere Purchasing Department
23	男士体育服务部	Service Department for Men's Sports Goods
24	男女鞋帽采购部	Shoes and Hats Purchasing Department
25	童装、家居用品采购部	Children's Wear and Household Supplies Purchasing Department
26	家电、厨具采购部	Household Appliances and Kitchenware Purchasing Department
27	照相器材采购部	Camera Equipment Purchasing Department
28	翠微苑宾馆	Cuiweiyuan Hotel
29	营销策划	Marketing Planning
30	客户服务中心	Service Center
31	团购服务中心	Group-Purchase Service Center