

# Template for a list of contact persons at the workplace

This is a general template to be used as support and a point of reference for making a list of contact persons at the workplace.

## Contact persons at the workplace

* Head of department
* Acting head of department
* Staff member in charge of first-cycle education
* Staff member in charge of second-cycle education
* Staff member in charge of third-cycle education
* Access cards, keys, etc.
* Finance manager
* HR manager
* Staff member in charge of IT services
* Lucat officer
* Staff member in charge of room and conference booking
* Health and safety representative at your division
* Your salary officer
* Reviewer of the travel management system
* Staff member you report to in the event of illness
* Staff member in charge of your introduction