

03

Departments and Job Positions

Odoo 19 Enterprise • Employees

Departments and job positions structure your organisation and drive approvals, reporting, and headcount tracking.

1 Departments

[Employees](#) • [Configuration](#) • **Departments**

Create a department for each organisational unit in your company. Each department has a name, manager, and parent department (for hierarchical structures). Department trees appear in the org chart and headcount reports. Assign employees to departments on their employee record.

2 Job positions

[Employees](#) • [Configuration](#) • **Job Positions**

Job positions define the roles in your company – separate from the individual employees who hold them. Each position has a title, department, expected number of employees, and hiring status. When a position has fewer employees than expected, it appears in recruitment as an open role.

Job position vs job title • Job Position is a structured role in your org chart (e.g. "Accountant") linked to a department. Job Title is a freeform display label on the employee record (e.g. "Senior Accountant, Group Finance"). Use positions for structure and reporting, titles for personalised display.