

Company, departments and job roles

Before you add employees, it helps to have your organisation's structure in place: the company record itself, its departments, and the job positions and job roles people will be assigned to. These live under **Settings** → **Base**.

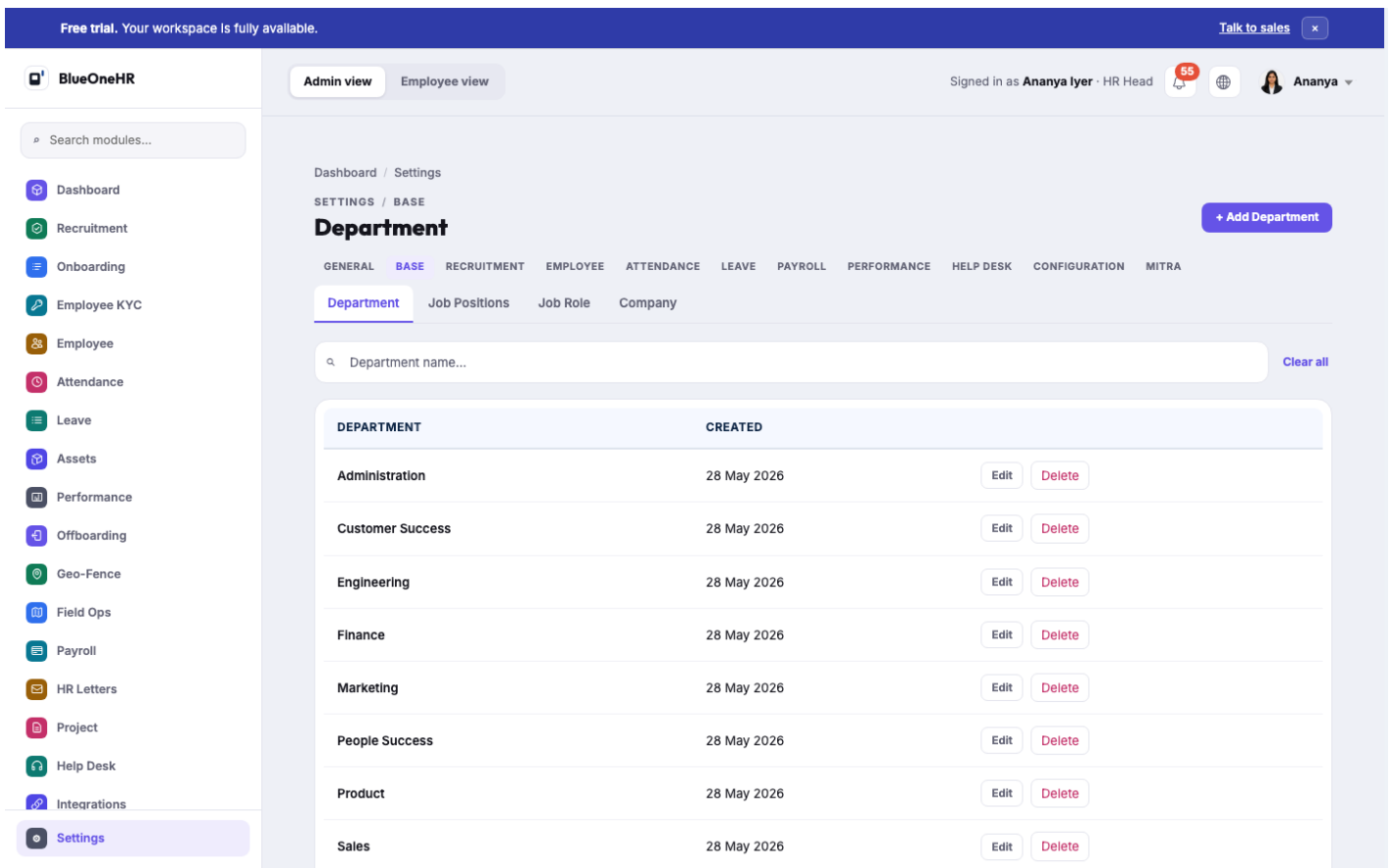
https://www.youtube-nocookie.com/embed/6MJ2knj_jGU

[Set up your organisation: company, departments, job roles](#)

Company

Settings → **Base** → **Company** lists the company record — name, headquarters flag, city, country and date format. Your organisation's primary record is marked **HQ**. Use **Edit** to correct it, or **Add Company** if your BlueOneHR workspace covers more than one legal entity.

This section is marked **Sensitive** in the product itself: company identity underlies every other record, so changes here are worth making deliberately rather than as a quick fix.



The screenshot above shows the **Department** tab; **Company** is the adjacent tab carrying the row described above.

Departments

Settings → Base → Department is a flat list of department names — Engineering, Finance, Marketing, and whatever else your organisation uses. **Add Department** to create one; **Edit** or **Delete** an existing one. Departments are what the Employees list groups and filters by, and what a contract records against an employee.

Job Positions and Job Role

Alongside Department are **Job Positions** and **Job Role** — two related but separate lists. BlueOneHR keeps them apart deliberately: a job **position** is the seat itself (for example, "Software Engineer"), while a job **role** groups the responsibilities and permissions that come with it. Set both up before you need to assign an employee to either.

What happens next

None of this is required before you can add a single employee — department and job position fields on the employee form are simply blank until you create the values first. It matters most once you have more than a handful of people, when filtering, reporting and payroll all lean on this structure being in place.

Related

- [Adding an employee](#)
- [General settings](#)

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