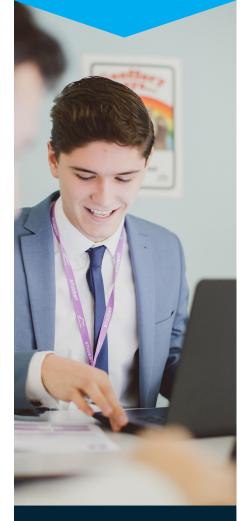


## **Administration Career Destinations**

Where will your course take you?

Annual job openings in the sector run into many thousands nationally, with approximately 300 new opportunities every month in Essex alone.



LEVEL 2 QUALIFICATION REQUIRED

Finance administration
Benefits officer
Sales administrator
Customer service
Retail assistant
Basic clerical role
Telephone assistant
Secretary/Administrator
Apprenticeship
Procurement

## LEVEL 3 DIPLOMA QUALIFICATION REQUIRED

HR trainee
Business development
Business analyst
School business manager
Recruitment consultant
Executive assistant
management
Set-up own business
Online business manager
Retail management
Housing manager
Office manager
Trainee accountant

8.4 %

EMPLOYMENT IN
BUSINESS AND
FINANCIAL
OPERATIONS
OCCUPATIONS IS
PROJECTED
TO GROW
8.4 PERCENT
BY 2024.



LEVEL 4 - 6 +
QUALIFICATION REQUIRED
AND INDUSTRY-RELATED
EXPERIENCE

Logistics manager
Business lecturer
Customer service manager
Facilities management
Director of HR
Head/Director of marketing
Management accountant
Marketing officer
Medical secretary
Procurement manager
Finance director
Specialist banking
and financial roles
Economist

Change management consultant

Business agent for celebrities

**Management consultant** 

Director of corporate services CEO of business

## **PERSONAL ATTRIBUTES**

- Commercial awareness
- Communication skills
- Problem solving
- Leadership
- Organisation skills
- Creative Thinking
- Customer Service
- Teamwork
- Problem Solving
- Trustworthy
- Perseverance and motivation