

# People in business management & administration

plan, organize, evaluate, manage and support the operations of businesses. Jobs are available at many levels and across many sectors. Careers include executives, supervisors, payroll clerks, cashiers or market researchers.



## do you like

- working with numbers?
- making decisions?
- leading groups?
- starting projects?
- selling things or promoting ideas?

## are you

- organized?
- persuasive?
- willing to take risks?
- assertive?
- ambitious?

## related classes

- Math
- Computer
- Language Arts
- Economics



## hobbies, activities & groups

- Student council
- Speech or debate
- Junior Achievement
- Help run a fundraiser
- Read business magazines, blogs or newspapers

## Occupation Examples Pathways

Receptionists & Information

Clerks

Administrative Support

Office Managers

Computer & Information System

Managers

Business Information Management

Budget Analysts

General Managers

General Management

Management Analysts

Human Resource Specialists

Compensation, Benefits & Job

Analysis Specialists

Human Resources Management

Operations Managers

Purchasing Managers

Operations Management