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?

**Occupation Examples**

- Receptionists & Information Clerks
- Office Managers
- Computer & Information System Managers
- Budget Analysts
- General Managers
- Management Analysts
- Human Resource Specialists
- Compensation, Benefits & Job Analysis Specialists
- Operations Managers
- Purchasing Managers

**Pathways**
- Administrative Support
- Business Information Management
- General Management
- Human Resources Management
- Operations Management

**Hobbies, Activities, & Groups**
- Student council
- Speech or debate
- Junior Achievement
- Help run a fundraiser
- Read business magazines, blogs or newspapers

For more career choices, check out [www.dlr.sd.gov/lmic](http://www.dlr.sd.gov/lmic)