

## Your Degree in Business Management/Administration...What Next?

**PLEASE NOTE:** The factsheet titled, ‘Your Degree in Accounting...What Next?’ may also provide useful information for Business and Business Administration degree students. A copy is available from the Careers Service – 2<sup>nd</sup> floor of the student centre or by email [careersadmin@cit.ie](mailto:careersadmin@cit.ie).

### What skills have I gained from my Business Management/Administration degree?

A degree in Business Management or Business Administration will establish a strong foundation for understanding commercial enterprise and business ethics, as well as providing the ability to partake in key business functions. A Business Management degree will particularly develop your strategic-thinking and decision-making, whereas a Business Administration degree will develop your organisational ability and attention to detail.

*Core skills gained from a Business Management or Business Administration degree include:*

Technical Skills	Non-technical ‘Soft’ Skills
Business Acumen (Strategy & Viability)	Organisational
I.T.	Attention to Detail
Analytical Ability	Time Management
Problem-solving	Teamwork & Leadership
Decision-making	Responsibility
Report-writing (Ability to communicate complex information)	Communication & Interpersonal (Ability to get on with people of all levels)
Strategic-thinking	

*Other key characteristics required for employment in Business Management or Business Administration:*

Business Management	Business Administration
Numeracy	Ability to Learn Quickly
Business Foresight & Initiative	Ability to Adapt to Information Systems
Presentation Skills	Ability to Coordinate Activities & Tasks

**Note:** It is vital that you recognise and differentiate between your technical skills and your non-technical or ‘soft’ skills in preparation for pursuing employment or further study.

### What can I do with my Business Management or Business Administration degree?

Graduating from your Business Management or Business Administration degree leaves you with a diverse range of opportunities to consider. Ideally you will spend a lot of your final year carefully researching your options for **graduate employment or further study**.

#### Graduate Employment

##### *Types of Companies*

Business Management and Business Administration target varying functions within small, medium or large, public or private firms and organisations, in Ireland or abroad, with the former addressing the overall management of a team, function or department in an organisation and the latter focussing on internal support detail and activity for the effective functioning of a department. Business Management roles can range from banking and strategic

planning to project management and supply chain management. On the other hand, Business Administration roles can range from data management and administration support to client services and accounts management.

**Tip:** Enterprise Ireland has lists of Irish employers across all industry sectors, including up-to-date sector profiles. Business Management and Business Administration play vital roles for these companies. Check out; [www.enterprise-ireland.com](http://www.enterprise-ireland.com) Click on 'Source a Product or Service from Ireland' and 'Sector and Company Directories'.

**Tip:** The Industrial Development Agency (IDA) has a comprehensive list of all multi-national companies in Ireland. Companies who employ Business Management and Business Administration graduates are listed. Check out; [www.idaireland.com](http://www.idaireland.com) Click on 'Business in Ireland', select from the list of sectors and then click on 'Search Company Database' for a full list of companies.

### ***Employment – Prospects & Trends***

Employers across all industry sectors provide significant, well-paid and progressive career opportunities to Business Management and Business Administration graduates in Ireland.

### ***Professional Accounting Qualifications***

Business Management and Business Administration graduates have the option of training for a professional accounting qualification. A business degree is not a necessity if you want to complete professional accounting or tax exams, but it is an advantage particularly as many organisations now require their employees to have a degree and you will have developed strong commercial awareness.

You may choose to train for any of the following qualifications;

- Accounting Technician
- Tax Advisor/Consultant
- Professional Financial or Management Accountant

**Note:** Please refer to the factsheet 'Your Degree in Accounting...What Next?' for full details on training, jobs and employers within this sector. A copy is available from the Careers Service – 2<sup>nd</sup> floor of the student centre or by email [careersadmin@cit.ie](mailto:careersadmin@cit.ie).

### ***Employment Sectors***

As Business Management and Business Administration graduates have the opportunity to work across all industry sectors in business related functions, the sectors below are some of the key areas for job-hunting and career development. For each of these sectors a Business Management graduate would often enter the industry within the management spectrum in a junior role and a Business Administration graduate would often enter in a support function, working directly with a Manager or as a key member of a team.

### ***Banking & Insurance***

Business Management and Business Administration graduates may choose to work in the Banking or Insurance sectors, which also include Regulation & Compliance and Risk Management.

Banking can be categorised into Investment Banking; Corporate Banking; Private Banking and Retail Banking. Professional exams can be taken as part of your role in banking and depending on that role, there are specific qualifications available. The Institute of Bankers in Ireland is the professional education body for bankers and financial services practitioners in Ireland. Full course and qualification details can be found on; [www.instbank.ie](http://www.instbank.ie)

### **Employers Include**

- **Investment Banking:** J.P. Morgan, Goldman Sachs, Bank of Ireland Asset Management, Morgan Stanley, Barclays, Davy, HSBC, Goodbody Stockbrokers, Anglo Irish Bank Investment Services, Citi...

- **Corporate Banking:** Bank of Ireland, Allied Irish Bank, HSBC, Ulster Bank, BNY Mellon, Barclay's Bank, The Central Bank of Ireland, Citi...
- **Retail Banking:** Bank of Ireland, Allied Irish Bank, Ulster Bank, Permanent TSB, HSBC, BNY Mellon, Barclay's Bank, The Central Bank of Ireland, Citi, KBC Bank Ireland plc...
- **Private Banking:** Bank of Ireland, Allied Irish Bank, Ulster Bank, Permanent TSB, HSBC, BNY Mellon, Barclay's Bank, The Central Bank of Ireland, Citi, KBC Bank Ireland plc...

Insurance can be categorised into Underwriting; Claims; Sales and Actuary. Professional exams can be taken as part of your role in insurance and depending on that role, there are specific qualifications available. The Insurance Institute of Ireland (III) is the professional and educational body for the insurance industry in Ireland. Full course and qualification details can be found on; [www.iii.ie](http://www.iii.ie)

#### Employers Include

- **Underwriting / Claims / Sales / Actuary:** VHI, Zurich Insurance, FBD, Hibernian Aviva, AXA Insurance, Canada Life, Quinn Insurance...
- **Regulation & Compliance / Risk Management:** Zurich Financial Services, Hibernian Aviva, Canada Life, Quinn Insurance... and public service authorities such as the Irish Financial Services Regulatory Authority (FSA).

**Note:** Please refer to the factsheet '*Your Degree in Accounting...What Next?*' for full details on training, jobs and employers within the Banking, Insurance, Regulation & Compliance and Risk Management sectors. A copy is available from the Careers Service – 2<sup>nd</sup> floor of the student centre or by email [careersadmin@cit.ie](mailto:careersadmin@cit.ie).

#### *Consultancy*

Consultancy involves offering expert advice to organisations about people management, key internal projects or strategic commercial plans. Consultants can operate at any level or in any section of an organisation, for example IT Consultants in the IT department or Management Consultants with the CEO or Directors of the organisation.

#### Main Jobs

<b>Business Management</b>	<b>Business Administration</b>
Junior Business Consultant	Administrator
Business Functions Analyst	Personal Assistant
Strategic Operations	Data Entry / Management
Business Advisory	Accounts Administration
Accountancy / Tax Advisory	Customer Service
Organisational Management	Client Information Management
Investments Analyst	

#### Employers Include

- IBM, PricewaterhouseCoopers, Deloitte, Accenture, Goodbody Economic Consultants, Mercer, Morgan McKinley, WMJ Kelleher & Associates...

#### *Fast Moving Consumer Goods*

Fast moving consumer goods (FMCG) implies any product that has a high turnover and sells in large volumes. Many of the products in retail or commercial outlets, such as high street clothes shops, pubs or supermarkets come from FMCG companies.

## Main Jobs

<b>Business Management</b>	<b>Business Administration</b>
Account Manager	Administrator
Sales Manager	Personal Assistant
Sales Representative	Data Entry / Management
Product Planner or Buyer	Accounts Administration
Accountancy / Taxation	Customer Service
Category Management / Product Placement	Sales Representative
Product Development	Merchandising

## Employers Include

- Diageo, Musgrave Group, Cadbury, Glanbia plc, Johnson & Johnson, Unilever, Kerry Group, Nestlé, Gillette...

## *Public Service*

Public service encompasses the civil service, local and national government, and semi-state organisations that address areas such as agriculture & food, health, education, finance, defence, transport and communication, among others. See [www.govirl.ie](http://www.govirl.ie) for further information on government departments.

## Main Jobs

<b>Business Management</b>	<b>Business Administration</b>
Account Manager	Administrator
Business Functions Analyst	Personal Assistant
Strategic Operations	Data Entry / Management
Accountancy / Taxation	Accounts Administration
Personnel Officer	Customer Service
	Sales Representative

## Employers Include

- Health Service Executive, National Universities of Ireland, Institutes of Technology, RTE, Iarnród Éireann...

## *Retail*

Retail involves the sale of goods directly to consumers, which can be done through a traditional store set-up, by phone or mail and on-line.

## Main Jobs

<b>Business Management</b>	<b>Business Administration</b>
Sales Manager or Executive	Sales Representative
Retail Manager	Personal Assistant
Distribution Manager	Data Entry / Management
Category Management / Product Placement	Accounts Administration
Personnel Officer	Customer Service
Sales Representative	Merchandising
Product Planner or Buyer	Retail Assistant
Account Manager	Administrator

## Employers Include

- SuperValu, Dunnes, Aldi, Woodies, Penney's, Brown Thomas, Debenhams...

### *Logistics & Supply Chain*

Logistics and supply chain involves the movement and distribution of products at all stages of production within an organisation as well as externally to reach the end consumer. Organisations can have an internal logistics and supply chain department or choose to use a contractor in this sector.

<b>Business Management</b>	<b>Business Administration</b>
Supply Chain Manager	Administrator
Transport Manager	Data Entry / Management
Distribution Manager	Accounts Handling
Account Manager	
Risk Assessment & Management	

### Employers Include

- DHL, UPS, First Derivatives plc, Musgrave Group, Lidl, Proctor & Gamble, RPS Group...

### ***Finding Employment***

Employers seeking final year/postgraduate Business Management or Business Administration students or recent graduates generally advertise their roles as either *Graduate Jobs* or *Graduate Programmes*.

Some large companies offer Graduate Programmes which range in duration from 18 months to 2 years normally. This may involve just one role or a rotation of roles in the same department or different departments to learn about the organisation and to see where your interests and skills lie. Graduates will usually receive formal training or mentoring as part of their role.

In most cases companies are offering a full-time permanent role to a graduate as part of the programme. Competition for places is tough as large numbers of students apply for a small number of places with organisations. Many organisations recruit between October and December so final year students need to be on the lookout as soon as the academic year starts. Recent graduates can often apply too but check with the organisation first.

**Tip:** Companies often advertise graduate programmes or graduate jobs on the jobs page of a College/University Careers Service website as well as on [www.gradireland.com](http://www.gradireland.com)

- Check the jobs page on the CIT Careers Service website; [www.mycit.ie/careers](http://www.mycit.ie/careers)
- Also for tips on job-hunting during a recession read the presentation – ‘*Creative Job Hunting in a Challenging Time*’ by clicking on *Careers Service* and *Career Service Workshops*.
- Register with gradireland to get email alerts on employment opportunities as well as job search advice; [www.gradireland.com](http://www.gradireland.com)
- Pick up free copies of the **Gradireland Directory** for Ireland (north and south) and, ‘**Ireland’s 100 Leading Graduate Employers 2010**’, which is available at CIT’s Careers and Counselling Service, 2<sup>nd</sup> Floor, Student Centre.

### **Postgraduate Study**

Gaining a postgraduate qualification brings with it many benefits. It enables you to gain further, more specialized knowledge in your field of study. It can give you a specific technical, vocational or professional qualification and facilitate you in developing a range of key skills including; research, analysis, evaluation and written communication.

### ***Postgraduate Teacher Training (Second Level) – Accounting, Economics or Business***

A Business Management degree qualification also gives you the opportunity to train as a secondary school teacher in accounting, economics or business. The Postgraduate Diploma in Education (PGDE), formerly known as the Higher Diploma in Education, can be completed through the four NUI Colleges or through a number of other colleges in Ireland.

For further information please log onto our website and click on *Careers Service*, *Student Factsheets* and *'Factsheet Postgrad Secondary Teaching in Ireland 2011 Entry'*.

### **Further Resources**

Gradireland publications – 'Finance' is available at the Careers and Counselling Service or download a copy of it along with the other sector publications from [www.gradireland.com](http://www.gradireland.com)

For career opportunities in Business Management or Business Administration in the UK see [www.targetjobs.co.uk](http://www.targetjobs.co.uk)

The TARGETjobs 'City & Finance' publications and TARGETjobs magazines are available from the Careers and Counselling Service or download a copy from [www.targetjobs.co.uk](http://www.targetjobs.co.uk)

**Tip:** If you are unsure about what direction to take after your degree, the gradireland Careers Report is a useful tool for matching your personal information and preferences to potential careers. Log on and register at [www.gradireland.com](http://www.gradireland.com) to use the report.