 

**Career Planning Cluster: Business Management & Administration**

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| **Foundational Skills Recommended** |
| Oral and Written Communication Skills | Problem Solving | Critical Thinking | Leadership |
| Teamwork | Ethical | Legal Responsibility | IT |
| Health & Environment | Employability | Career Development | Safety Focused |
| **Summary** |
| Business, management, and administrative workers give the support needed to make a business run. You might check employee time records or train new employees. Or, you might work as a top executive and provide the overall direction for a company or department. Pathways in this career cluster range from administrative support, business information management, general management to human resource management or operations management.  |
| **Career Options** |
| Students interested in business management & administration can obtain a variety of interesting careers including: |
| * Administrative Assistant
* Office Manager
* Court Reporter
* Dispatcher
* Shipping & Receiving Personnel
* Word Processor
* Legal Secretary
* Information Systems Manager
* Accounting Supervisor
* Chief Technology Officer
* Budget Manager
* Controller
* Librarian
* Payroll
* Project Manager
 | * Credit Manager
* Business Development Manager
* Compensation & Benefits Manager
* Human Resource Manager
* Facility Manager
* Sports Management
* Purchasing Manager
* Corporate Trainer
* Labor Relations Specialist
* Distribution Manager
* Operations Analyst
* Sales Manager
* Customer Service
* Warehouse Management
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