



Business Management & Administration

ABOUT Jobs in Business Management & Administration

If you are interested in the Business Management and Administration industry, there are many career options. You may provide the needed support to keep a business in operation. Or you might keep track of the expenses and income. You could manage the financial activities of a business. Another option is to be sure that a business has qualified employees who are trained to do their jobs. Or after years of education or experience, you might direct the operations of a business. Examples:

General Management

Employees working in management do a variety of activities to keep a business in operation. The size of the company affects the work you might do as the manager. In a large company, you might supervise other managers. In a small company, you might directly supervise all the employees. Or you might direct the work in one area of a business such as marketing or finance. As a manager, there could be many tasks to your job. You might build relationships with people outside the company or department and with employees. You might negotiate with or hire employees. Another part of the job might be to assure there are equipment, supplies, and money to operate the business.

Business Information Management

Employees in the Business Information Management pathway help collect, analyze, organize, and share information.

Human Resources Management

In the Human Resources Management pathway, you would be responsible for finding and keeping employees. To do this, you would interview and hire the most qualified applicant. In addition, you would have to be familiar with labor laws and wages and benefits. Your duties might include providing training and doing things to keep employees happy.

Operations Management

In the Operations Management pathway, you help organizations get the resources they need. You plan, organize, coordinate, and schedule the delivery of resources.

Administrative Support

If you were to work in the Administrative Support pathway, you would manage the activities of an office. You would use computers to perform clerical activities. One of your goals would be to ensure that information is collected and shared with staff and clients.

Business Management & Administration STATS

Sample Occupations	Annual Salary Ranges in our Area*			Projected Growth in our Area**	Annual Openings
	10%	Median	90%		
General & Operations Manager	\$52,800	\$98,910	> \$187,200	10.3%	VERY HIGH
Bookkeeping & Accounting Clerk	\$24,940	\$38,480	\$59,570	11.6%	VERY HIGH
Human Resource Specialist	\$37,320	\$60,320	\$93,370	12.0%	HIGH
General Office Clerk	\$19,160	\$31,430	\$49,210	5.4%	VERY HIGH
Customer Service Representative	\$21,730	\$36,260	\$56,450	9.9%	VERY HIGH

*The wage range shows the wage distribution for 90 percent of the workers in the occupation between the 10th percentile and the 90th percentile. Wages vary by employer, industry, and operator's education, skill level & experience.

**Employment and Outlook 2010-2020 Source: Bureau of Labor Statistics

This information, compiled by the Workforce Central I-Team, was extracted from sources listed in this document. The intention of this document is to provide you with a snapshot of the overall industry being featured with relevant resources for conducting further investigation in your area of interest. For questions and / or additional assistance, connect with a Career Counselor or Employment Specialist at your local Workforce Central Career Center. August 2017



Business Management & Administration Resources

General Labor Market Information & Research

Massachusetts Career Information System	Occupational and educational information to help people make better-informed career & school choices.	www.masscis.intocareers.org
O*NET OnLine	National database of occupational information for career exploration and job analysis.	www.onetonline.org
Bureau of Labor Statistics	Information and reports on labor market activity, working conditions, and price changes in the economy.	www.bls.gov
JobQuest	Massachusetts database for finding jobs, locating training courses & vendors, searching events and more.	www.mass.gov/jobquest
Department of Labor & Workforce Development	Labor market information specific to Massachusetts with links to Largest Employers and Employer Locator tool.	www.mass.gov/lmi
Workforce Central Career Center	Central Massachusetts connection to job services, programs, events, resources and more.	www.workforcecentralma.org

Resources specific to Business Management & Administration

Indeed.com Executive Jobs	The World's #1 Job Board, all types of executive and senior management job postings	www.indeed.com/q-Executive-jobs.html
Worcester Executives Association	Premier Business Networking Group in Central MA	www.worcesterexecutives.com
Execunet.com	Full-service, private membership site that helps senior executives build relationships to find new opportunities	www.execunet.com
RiteSite.com	Executive jobs, employment & career management site for executives over 100k	www.ritesite.com
The Ladders	Comprehensive site with executive & high level positions	www.theladders.com
Northeast Human Resources Association	Largest HR organization in the Northeast, goal is to support & advance today's HR professionals	www.nehra.com

This information, compiled by the Workforce Central I-Team, was extracted from sources listed in this document. The intention of this document is to provide you with a snapshot of the overall industry being featured with relevant resources for conducting further investigation in your area of interest. For questions and / or additional assistance, connect with a Career Counselor or Employment Specialist at your local Workforce Central Career Center. August 2017



Business Management & Administration Resources

Resources specific to Business Management & Administration, *continued*

Human Resources Management Association of Central MA.	Local affiliate of the Society for Human Resource Management, provides networking, information & resources for professional HR development; includes a link to HR jobs	www.hrmacentralmass.shrm.org
International Association of Administrative Professionals - Metrowest MA Chapter	Mission is to provide opportunities for growth through education, community building & professional development	www.iaap-metrowestma.org
Admin Crossing	The largest collection of Administrative jobs on earth	www.admincrossing.com
HR Crossing	The #1 resource for HR jobs, from HR Vice Presidents, to Interns/Clerks. The largest collection of HR jobs on earth.	www.hrcrossing.com

This information, compiled by the Workforce Central I-Team, was extracted from sources listed in this document. The intention of this document is to provide you with a snapshot of the overall industry being featured with relevant resources for conducting further investigation in your area of interest. For questions and / or additional assistance, connect with a Career Counselor or Employment Specialist at your local Workforce Central Career Center. August 2017