

Business Administration

THE OCCUPATIONS

Supervisor
Small Business Owner/Manager
Production Controller
Restaurant and Food Service Managers
Retail Sales Worker Supervisors and Managers
Meeting, Event and Convention Planner
Convention Manager
Shipping and Transportation Managers
Warehouse Supervisor

ABOUT THE OCCUPATIONS

Management is the process of coordinating and integrating work activities so they are completed efficiently and effectively with and through other people to accomplish organizational goals. The many job titles of managers reflect either the specific responsibility of a position or the industry in which the manager works. Supervisors direct the activities of their employees and make sure the work is done correctly, teach employees safe work practices, train new workers to learn different aspects of the job, interview and fire employees, and insure that equipment and materials are used properly and efficiently. Small business managers run businesses that have fewer than 55 employees. Restaurant and food service managers insure effective and profitable operation of restaurants and institutional food service facilities. Retail sales worker supervisors and managers insure that customers receive satisfactory service and quality goods. Meeting, event, and convention planners develop programs, market events or conventions, budget the event, choose locations, make travel arrangements, arrange entertainment, plan menus and choose caterers. Shipping and transportation managers directly supervise and coordinate activities of transportation and material-moving machine and vehicle operators.

WORK ENVIRONMENT

Employers:

Service companies
Wholesale and retail firms
Industrial and manufacturing companies
Businesses
Government and not-for-profit organizations

Typical Schedule:

Normal Work Week: 40-50 hours
Normal Work Days: weekdays
Some shift work in manufacturing/services
Some overtime/weekend/night work

Tools and Equipment:

Financial statements/inventory records
Production reports/sales reports
Work schedules/human resource records
Inventory reports/budgets
Computers/various software
Telephones/fax machines

WORKER PORTRAIT

Skills and Aptitudes:

Motivates and maintains high employee morale
Good oral and written skills
Good organizational and time management skills
Exercises ethical behavior
Ability to approach various situations logically/objectively
Ability to make decisions and carry through with actions

Interests:

Enjoys variety/changing environment
Enjoys leading people to success
Likes to motivate people to achieve organizational success
Enjoys leading and working with diverse groups

CAREER OUTLOOK

Outlook	Occupation	Avg. Salary
Good	Production Controller	\$32,500-35,520
Good	Purchasing Agent	\$24,400-50,400
Good	Sm. Bus. Manager	\$21,500-50,600
Good	Supervisor	\$15,360-43,200
Evolving	Convention Planner	

(Note: Individual earnings may vary based upon the job setting and position. These are ranges not guarantees of earnings.)

Sources of occupational information include the Bureau of Labor Statistics, Occupational Outlook Handbook, Americas Career Information Net, and the Emerging and Evolving Occupations in Texas (SOICC)