

CAREERS IN BUSINESS

Level 2
Level 3



 Administration assistant

 Accounts clerk

 Marketing executive

 Sales representative

 Personal assistant

 Secretary

 Human resources assistant

 Project manager

 Sales executive

Pathways





Administration assistant

Provides administrative support performing a variety of tasks to ensure smooth office operations.



Sales representative

Promotes and sells products or services to customers, building relationships and meeting targets.



Human resources assistant

Supports the HR department with tasks such as recruitment, record management, and training.



Accounts clerk

Maintains financial records, processes transactions, and assists with bookkeeping tasks.



Personal assistant

Manages the schedule and tasks of an individual executive, handling communications and appointments.



Project manager

Plans and oversees projects, ensuring they are completed on time, within the required budget.



Marketing executive

Develops and implements marketing strategies to promote products or services and increase awareness.



Secretary

Performs administrative duties such as scheduling appointments, and maintaining records.



Sales executive

Drives sales by identifying prospects, negotiating deals, and maintaining customer relationships.

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