

'Soft skills' & Careers using Business Studies



Accountant/Accounting Technician

Actuary

Administrative Assistant

Careers in Advertising

Bank Manager/Officer

Betting Shop Clerk/Cashier

Building Society Manager/Clerk

Business Manager

Distribution/Logistics Administrator

Economist

Careers in Insurance

Investment Analyst

Retail Manager

Financial Adviser

Accounts Clerk

Hotel Manager

Quantity Surveyor

Civil Service Administrative Assistant /Officer /Executive Officer

Local Government Clerical Officer/Assistant

Local Environment Manager

Careers in Marketing/Market Researcher

Management Consultant

Systems Analyst

Human Resources Officer

Business Development Adviser

TV/Film/Video Producer

Theatre Manager

Buyer/Purchasing Officer

Credit Manager/Controller

Charities Fundraiser/Appeals Manager

Company/Chartered Secretary

Practice Manager (Medical)

Careers in Customer Service



- Leadership
- Organisation
- Resilience
- Initiative
- Communication

