

**The Foundry- Business**

# Introduction to business administration

The business and administration sector covers many different job roles and organisations. Administration is needed to ensure the successful running of a business whether they are large or small. Administration provides essential support and is a key function of any organisation.

* Carry out some research into how business administration could support an organisation.
* Create a mind map to identify some of the business administration tasks that are needed to support organisations.

# Careers in business administration

There are a variety of career opportunities in business and administration.

Explore these options by researching jobs within the sector.

The link below is for the National Careers Service website which has information on different job categories: <https://nationalcareers.service.gov.uk/explore-careers>

After you have completed your research into the sector, choose three jobs to focus on in more detail. These could be jobs that you are interested in and might consider for future career progression.

Research your chosen job roles in detail and complete the table by adding the following information:



 Add the job role and a brief description of the main duties in the first box.

* In the second box, add the skills that are required for the job.
* In the third box, add the qualifications and experience needed for the job.

**Office equipment**

Business and administration staff need to use a variety of office equipment. Create a list identifying office equipment and how it is used in a business environment.

**Can you create a poster of the office equipment you have identified?**