

Business Administrator

Description

Business Administrators: Establish and carry out departmental or organisational goals, policies and procedures. Direct and oversee an organisation's financial and budgetary activities. Manage general activities related to making products and providing services.



KEY COMPETENCIES

1. Communication Skills
2. Technology Skills
3. Attention to Detail
4. Writing Skills
5. Time Management
6. Problem Solving
7. Supervising, Delegation & Team Working
8. Organisational skills

WORK ENVIRONMENT

Generally, business administrators work in an office. They may interact with different departments or oversee one main department. Most business administrators work full time during normal business hours (9 a.m. to 5 p.m.).

EDUCATION & TRAINING

Although educational requirements for Business Administrators vary by organisation and the work they do, they usually must have a bachelor's degree and related work experience.

JOB OUTLOOK

Employment of Business Administrators is projected to grow 6 percent from 2019 to 2029, faster than the average for all occupations. Administrative tasks, including facilities management and records and information management, will remain important in a range of industries.



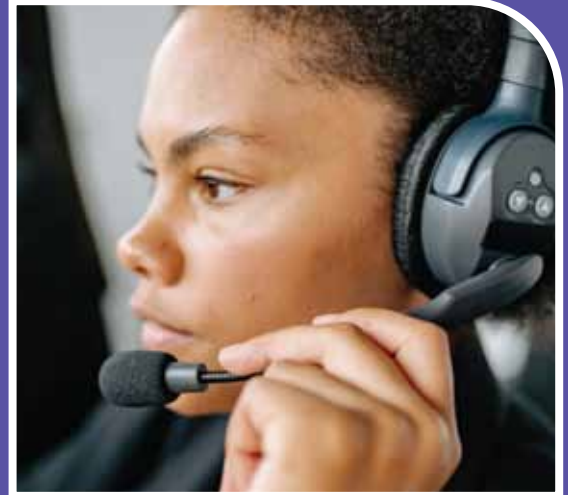
Business Administration



Customer Service Supervisor

Description

The Customer Service Supervisor will oversee and assist customer service employees in the performance of their job, duties such as responding to customer inquiries and resolving issues or complaints.



KEY COMPETENCIES

1. Communication
2. Patience
3. Problem Solving
4. Diplomacy
5. Motivation
6. Trust
7. Empathy
8. Vision

WORK ENVIRONMENT

Customer Service Supervisors typically work in an office environment. Some work normal daytime hours, while others work evening or overnight hours, depending on when the customer service center is open.

EDUCATION & TRAINING

Managers generally need a bachelor's degree. Employers often accept candidates with a variety of majors, but the most common is a bachelor's in business administration.

JOB OUTLOOK

Employment of Customer Service Supervisors is projected to decline 2 percent from 2019 to 2029. There will be less demand for customer service representatives as more of their tasks become automated.



Customer Service Supervisor

Customer Service Director

Customer Service Manager

Customer Service Supervisor

Customer Service Representative



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E-commerce Manager

DESCRIPTION

As an ecommerce manager, you have the role and responsibility of looking after a website that focuses on the buying, trading and selling of products and services to the public or for business purposes. ... Overseeing Design and Developments of Website. Monitor web analytics and internal data sources.



EDUCATION & TRAINING

To become an e-commerce manager, you need a bachelor's degree in business, information technology, marketing, or a related field. Prior management experience is necessary since you will oversee department staff and supervise projects.

WORK ENVIRONMENT

Ecommerce Managers often are heavily involved with companies' websites, particularly advertising and content elements. Given the 24/7 nature of online shopping, Ecommerce Managers may work irregular hours and be on call to handle any issues that arise.

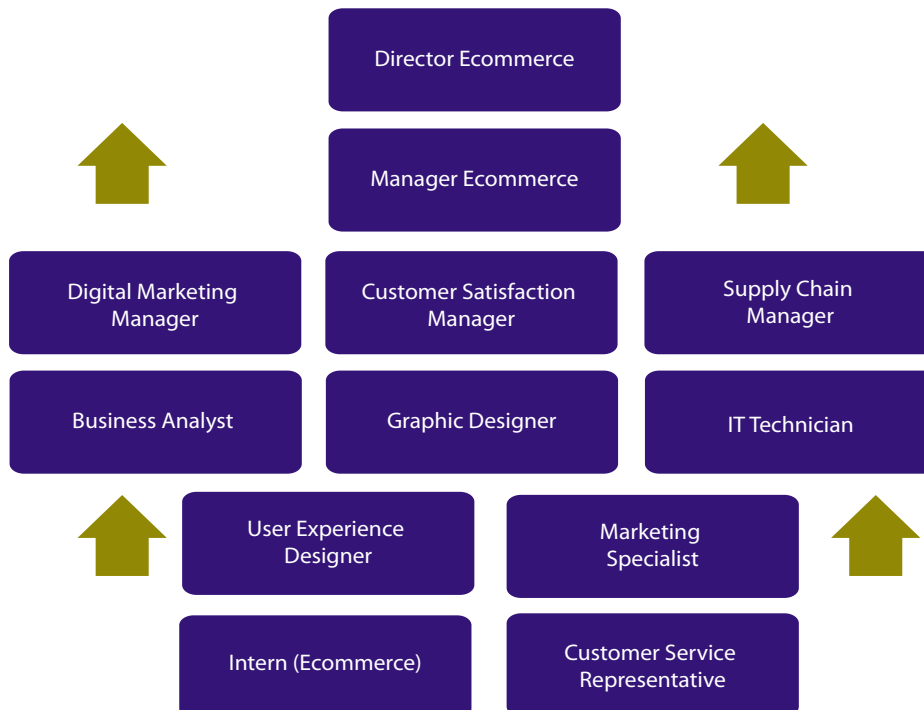
KEY COMPETENCES

1. Knowledge of eCommerce Platforms. An eCommerce manager must know the ins and outs of eCommerce platforms
2. Selling on Marketplaces. The eCommerce manager should also understand selling on marketplaces
3. Marketing
4. Analytics and Conversion Rate Optimization.

JOB OUTLOOK

Ecommerce Manager is expected to grow 8% between 2018 and 2028.

E-commerce Manager



Business Intelligence Manager

DESCRIPTION

Business Intelligence Manager manages a team of analysts or developers who facilitate business intelligence processes and procedures development and implementation. Responsible for leading the strategic design and maintenance of business intelligence application

A business intelligence manager uses data analysis to advise and execute decisions for a company. As a business intelligence manager, you are in charge of managing data analysts and developers. Your duties may include assessing company needs, gathering information, and reporting on industry trends to the rest of management. You also oversee performance management in your department as well. To succeed in this career, you must be skilled in data analysis and team management. You must also be good at conducting research and making suggestions to improve company processes.



Task & Responsibilities:

- Develop and prepare strategies for Business Intelligence processes for organization.
- Perform analysis on organization processes and provide appropriate results.
- Prepare architecture for data, prepare strategies and provide business object solutions as per requirements.
- Manage all data for transactional sources and prepare effective reports. Supervise efficient working of all Business Intelligence projects, analyze requirements, and perform appropriate tests.
- Administer projects, prepare updates and implement all phases for project to achieve all project objectives.
- Manage and customize all ETL processes as per customer requirement and analyze all processes.
- Analyze all complex data and identify requirements for business enhancement in project.
- Supervise and ensure efficient working of employees in organization.
- Perform assessment on all reporting requirements and develop long-term strategy for various reporting solutions.
- Maintain and transform all strategies in operational plans according to business priorities and within budget.
- Coordinate with data generator and ensure compliance to all enterprise data model according to data standards.
- Provide support to all business resources and monitor all requirements for various value added service.
- Work with process development and resource teams and prepare appropriate schedule.
- Monitor work of Business Intelligence team and ensure effective implementation of all Information Technology projects to achieve all client objectives.

JOB OUTLOOK

The U.S. Bureau of Labor Statistics (BLS) predicts there will be 1.5 million jobs in this field by 2018. Job growth for business intelligence analysts is expected to range from 5 percent to 9 percent from 2016 to 2026, according to BLS data compiled by O*Net OnLine.

WORKING CONDITIONS

WORKS IN:

- Large, medium and small companies

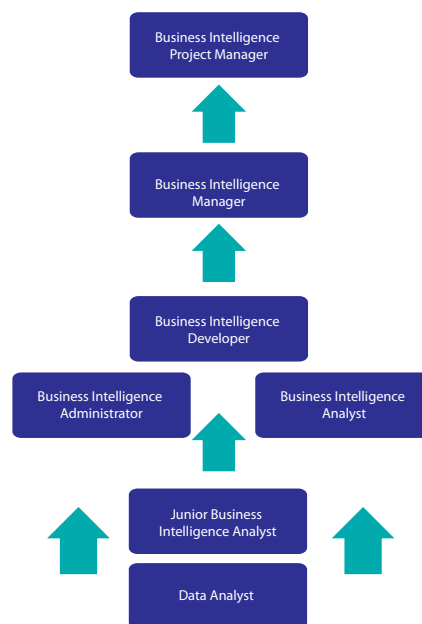
EDUCATION & TRAINING

- MS in Business Intelligence & Analysis
- Bachelor's degree in business, statistics, or another related field
- Three years of experience in analytics with some supervisory duties
- Proficient in Microsoft Office and industry-related databases and web applications

SKILLS

- Problem solving
- Industry Knowledge
- Business Processing
- Analytics
- Project Management
- Data Analysis
- Data Management
- Communication

Business Intelligence Manager (BIM)



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