

# Business Support Career Guide



## Why work in Business Support?

As the name suggests Business Support staff encompass all areas of support which enable the smooth day-to-day running of a business. Whether you are interested in pursuing a career as a PA or an office manager, if you possess the skills needed to be successful in a business support role you will always be in demand. All businesses need a support function so the different industries which you are able to specialise in are almost limitless.

### Roles include:

- Administration
- Office Manager
- Receptionist
- Customer service

### Progression Example:

Administrator Assistant  
Senior Administrator  
Office Manager



Average starting salary  
**£16,000\***



Average top salary  
**£30,000\***

## Is Business Support right for me?

**A career in business support could be the right path for you if you are:**

- Organised with excellent time keeping
- A skilled multitasker who can use initiative and prioritise work
- A good communicator who builds relationships easily

## What qualifications do I need?

There are no specific qualifications for a role in Business Support, they can vary from role to role. However a degree in a business related subject or an accredited qualification from a professional body such as The Institute of Leadership & Management can set you apart from the rest.

## What makes a good Business Support CV?

- Listing soft skills such as organisation and communication
- Listing hard skills such as software and technical ability
- Examples of how you've demonstrated skills required for role
- Details of how you've improved business processes

\*Based on data collected by Yolk Recruitment in 2017

Interested in a career in Business Support? Get in touch with our specialists:

02920 220078      [yolkrecruitment.com](http://yolkrecruitment.com)