

# Business & Management

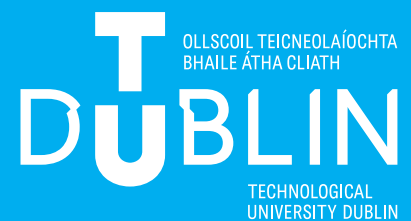
Your Careers Adviser

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## Skills developed in college

You will have already developed a range of skills throughout your education (academic & extra-curricular), work experience and personal interests and activities.

Business and Management studies focuses on the study of organisations, their management and the changing external environment in which they operate. Your programme provides a broad, analytical and integrated study of business and management. Graduates will leave with a solid understanding of markets, customers, finance, people, operations, information systems, ICT and business policy and strategy as well as contemporary and pervasive issues such as innovation, e-commerce, enterprise, knowledge management.

Below are some examples of skills developed as a result of studying Business and Management. They are not limited to your academic study and can be applied to other contexts. Employers' job vacancy details often refer to these skills. Evidence-based skills sections on your CV demonstrate the broad range of qualities you have to offer employers such as being able to:

- demonstrate understanding of organisations, the external environment in
- which they operate, how they are managed and the future needs of organisations
- apply critical thinking analysis and synthesis, including being able to identify
- assumptions, evaluate statements, detect false logic, identify implicit values, define terms
- adequately and generalise appropriately
- problem-solve and make decisions, using appropriate quantitative and
- qualitative skills and also be able to create, evaluate and assess options, together with
- being able to apply ideas and knowledge to a range of situations
- employ effective communication, using ICT and a range of media widely used in business,
- for example, business reports
- demonstrate numeracy and quantitative skills including modelling and data analysis,
- interpretation and extrapolation
- show an appetite for reflective, adaptive and collaborative learning
- be self-aware, sensitive and open to the diversity of people, cultures, business and management issues
- have leadership, team building, influencing and project management skills
- be effective at listening, negotiating and persuasion
- be able to research business and management issues
- be able to address issues at European and international levels.

Source: HEAUK

You may also have developed a wide range of technical/specific course related skills

## Types of employers/industry sectors

A Business and Management degree prepares you for a career/s stretching across many sectors and industries. Career options are varied. Decide on the area you want to work in and try to get relevant work experience in the form of a structured work placement, part-time job, voluntary work or work shadowing. Some courses include a placement in industry. Use this time to develop your skills further and to establish contacts within the industry.

Industries as diverse as chemicals, utilities, fashion, health, grocery and construction all require functional managers with a clear understanding of systems, efficiency and operational issues. Opportunities exist in management and analysis roles with employers in the private, public and voluntary sectors.

Graduate training schemes offered by large employers frequently focus on 'commercial' roles and may be of interest to business and management graduates. Many schemes give experience in several departments but others encourage specialisation from the outset. These recruitment schemes are advertised in directories available free from your careers service as well as online.

To obtain a professional accountancy qualification, you will need to follow your degree with further study leading to professional examinations, together with a period of approved work experience. Your Business and Management programme is recognised and accredited by the Association of Chartered Certified Accountants (ACCA) by the Institute of Chartered Accountants Ireland (ACA), the Institute of Chartered Secretaries and Administrators (ICSA), the Irish Taxation Institute (ITI)

Here are some examples of employing organisations who may value either the subject knowledge or skills Business and Management graduates have to offer:

- Industrial & commercial organisations
- Finance sector
- Public sector: government & local authorities
- Major recruiters offering graduate training schemes
- Small businesses
- Self-employment may also provide an opportunity for graduates

For sector information see:

- [www.gradireland.com](http://www.gradireland.com)
- [www.careersportal.ie](http://www.careersportal.ie)
- [www.prospects.ac.uk](http://www.prospects.ac.uk)
- [www.targetjobs.co.uk](http://www.targetjobs.co.uk)

## Career options with your course

Some of main occupations and job profiles secured by Business & Management graduates include:

### Accounting and Finance/Financial Services:

- Stock Exchange/Money Markets Adviser
- Senior Fund Administrator
- Bank Official
- Banking Analyst
- Financial Underwriter
- Corporate Pensions Adviser
- Internal Auditor
- Credit Controller/Credit Analyst
- Accounts Assistant
- Trainee Accountant
- Chartered Accountant
- Fund Accountant
- Financial Analyst
- Tax Trainee
- Strategy Analyst
- Procurement Analyst
- Customer Service/Business Development
- New Business Development Executive
- Business Manager
- Senior Administrator
- Case Management Support
- Customer Services Executive

### Management

- Quality Assurance Manager
- Management Trainee
- Project Manager
- Management Consultancy

### Marketing/Advertising

- Sales and Marketing Representative
- Account Executive
- Junior Brand Manager
- Brand Ambassador
- Marketing/PR Assistant

### Logistics/Supply Chain/Retail

- Supply Chain Manager
- Operations Support Manager
- Store Manager
- Customer Services Manager
- Buyer

### HR

- Graduate Talent Advisor
- Recruitment Consultant
- HR Assistant
- Teaching
- Own Business

For occupational information see

[www.gradireland.com](http://www.gradireland.com)

[www.careersportal.ie](http://www.careersportal.ie)

[www.prospects.ac.uk](http://www.prospects.ac.uk)

[www.targetjobs.co.uk](http://www.targetjobs.co.uk)

## Employers who have recruited in your area

Selection of Companies who have recruited Business & Management graduates:

- Salesforce
- State Street
- Allianz
- Phone Watch
- AA Ireland
- Bank of Ireland
- Coca Cola
- Diageo
- Dunnes Stores
- Primark
- Deloitte
- Lidl
- Oracle
- EY
- Musgrave
- Mazars
- Lifestyle
- Bank of Ireland
- Accenture
- Google
- KPMG

## Job Hunting

It is important that you access both the advertised and hidden jobs market and use any and every means available to you to job hunt effectively.

### Advertised Jobs

Most University and IT Careers Services have jobs listings on their websites:

[www.tudublin.ie/jobscene](http://www.tudublin.ie/jobscene)

Graduate programmes and immediate vacancies

[www.prospects.ac.uk](http://www.prospects.ac.uk) & [www.targetjobs.co.uk](http://www.targetjobs.co.uk)

Graduate jobs UK

[www.gradireland.com](http://www.gradireland.com)

Immediate jobs/Summer/Graduate programmes

[www.mondotimes.com](http://www.mondotimes.com)

Local and national press

[www.publicjobs.ie](http://www.publicjobs.ie)

[www.localgovernmentjobs.ie](http://www.localgovernmentjobs.ie)

Public service

[www.irishjobs.ie/agencies](http://www.irishjobs.ie/agencies)

Complete list of recruitment agencies/online recruitment sites

Company Websites - Immediate vacancies and Internships

[www.indeed.ie](http://www.indeed.ie)

### Financial/Banking careers:

efinancialcareers.ie, jobs.ie/careers-register, Finance booklet on gradireland.com, Financial skills partnership website, IFSC (the panel), The Vault.com (day in the life), Grad programmes, e.g. Merrill Lynch, State Street. The big 4 opportunities/internships – PWC, KMPG, Deloitte, EY), Linked-in – accounting internships, Chartered Accountants Ireland-students section –(training contracts/companies advertising opportunities), targetjobs.co.uk, Prospects.ac.uk, <https://www.charteredaccountants.ie/Prospective-Students/Vacancies/Milkround>, FDRs – related TU Dublin programmes

### Enterprise:

Incubation centre TU Dublin (start ups), handout on setting up business (Careers website)

Start-up companies – [www.startupdublin.com](http://www.startupdublin.com), [dublinstartupjobs.com](http://dublinstartupjobs.com)

FDI and indigenous – [www.makeitinireland.com](http://www.makeitinireland.com), [www.itshappeninghere.ie](http://www.itshappeninghere.ie) <https://angel.co/> - start up jobs worldwide

### HR –

[hrcrossing.com](http://hrcrossing.com), [ie.linkedin.com/jobs/human-resources-jobs](http://ie.linkedin.com/jobs/human-resources-jobs)

[www.tudublin.ie/careers](http://www.tudublin.ie/careers)

### Supply Chain management -

[ipics.ie](http://ipics.ie), NITL- national institute for transport and logistics

### Marketing/PR :

Marketing communication service [www.wpp.com](http://www.wpp.com) – (advertising, public affairs, pr, marketing worldwide), [digitalmarketingjobs.ie](http://digitalmarketingjobs.ie), [mondotimes](http://mondotimes.com) (worldwide), marketing grad programmes [www.ibec.ie/eop](http://www.ibec.ie/eop), Irish Distillers, etc. UK PR Grad programmes – [www.socialwebthing.com](http://www.socialwebthing.com), & Careers Handout on PR Grad Programmes UK

### Teaching jobs:

[educationcareers.ie](http://educationcareers.ie), [educationposts.ie](http://educationposts.ie), research opps: [euraxess.ie](http://euraxess.ie), [heanet.ie](http://heanet.ie), [jobs.ac.uk](http://jobs.ac.uk), VEC: [ivea.ie](http://ivea.ie), [education.ie](http://education.ie), (English Language Assistant scheme – 5 countries (Austria, France, Germany, Italy, Spain)

### Other

- Careers fairs – Gradireland Fair – Autumn and Summer Fair, plus many others.
- Notice boards/Student email account/Lecturers
- Company Presentations
- Specialist Magazines

### Voluntary Sector/Charities

[www.activelink.ie](http://www.activelink.ie)

Voluntary Sector/Charity/NGO vacancies in voluntary sector

[www.volunteeringireland.com](http://www.volunteeringireland.com)

[www.dochas.ie](http://www.dochas.ie)

Association of non-governmental development organisations

[www.comhlamh.org](http://www.comhlamh.org)

Volunteering opportunities

[www.wheel.ie/directory](http://www.wheel.ie/directory)

Directory of voluntary and community organisations

## Unadvertised Jobs

### Networking

- Job Shadow/Informational Interviewing/work experience
- Networking – who is in your network?
- Professional Bodies,
- Social networking sites (facebook, twitter, LinkedIn, Facebook, Blogs, discussion boards)
- Attend events,
- Businessandleadership.com (events)
- Get in touch with guest speakers
- Thesis / College projects/Placement/Site visits/guest speakers
- TU Dublin Societies
- First Destination Reports
- Join Alumni Association/Linked-in TU Dublin Alumni group

### Contact companies directly

- Speculative applications + cold calling. Think about your offering
- Contact organisation with ideas (ways to reduce costs, make them more money, speed up R+D, Your Unique Selling Point)
- Utilise directories – Kompass.com, IDA, Marketing Services Directory, professional bodies, golden pages

### Entrepreneurship

- Freelancing/Self-employment – Hothouse, TU Dublin, Aungier Street
- Start-up companies – www.startupdublin.com, dublinstartupjobs.com
- FDI and indigenous – www.makeitinireland.com, www.itshappeninghere.ie
- https://angel.co/ - start up jobs worldwide

### Track companies

- Check out Labour Market trends, ilo.org (Intl Labour Organisation, www.careersportal.ie, IDA, IBEC)
- Search newspaper business pages on-line to get success stories on businesses as they are growing – TU Dublin Careers website (labour market news)
- Industry award recipients
- Best Workplaces in Ireland (download on gradireland.com)
- Follow target companies on facebook, linked-in, twitter
- Think of small companies not just big brands

### Other proactive ideas

- Enter competitions / scholarships
- Consider alternative/related roles
- Think of small companies/brands not just big names

For more information on how to go about finding a job and job-hunting sites, [See www.tudublin.ie/careers](http://www.tudublin.ie/careers)

## Interviews

For more information on how to perform in interviews, [See www.tudublin.ie/careers](http://www.tudublin.ie/careers)

## CVs/Cover letters and applications

For information on how to put together a great CV/Cover Letter or Application, [See www.tudublin.ie/careers](http://www.tudublin.ie/careers)

## Useful links (e.g. Company Databases, Professional Bodies, LinkedIn Groups)

This list contains links to some of the most useful websites for your course including professional bodies and associations, employer directories, information sources and LinkedIn groups.

- [www.idma.ie](http://www.idma.ie) – Irish Direct Marketing Association
- [www.mii.ie](http://www.mii.ie) – Marketing Institute of Ireland
- [www.cipd.ie](http://www.cipd.ie) – Professional Body - HR and People Development
- [www.iitd.ie](http://www.iitd.ie) – Irish Institute of Training and Development
- [www.cilt.ie](http://www.cilt.ie) – Institute of Logistics and Transport
- [www.ipics.ie](http://www.ipics.ie) – Supply Chain Management Institute
- [www.charteredaccountants.ie](http://www.charteredaccountants.ie) – Chartered Accountants Ireland
- [www.cpaireland.ie](http://www.cpaireland.ie) – Certified Public Accountants Ireland
- [www.cimaglobal.com](http://www.cimaglobal.com) – Chartered Institute of Management Accountants
- [www.iii.ie](http://www.iii.ie) – Insurance Institute
- [www.piba.ie](http://www.piba.ie) – Professional Insurance Brokers Association
- [www.taxinstitute.ie](http://www.taxinstitute.ie) – Irish Tax Institute
- [www.imi.ie](http://www.imi.ie) – Irish Management Institute
- [www.ipa.ie](http://www.ipa.ie) – Institute of Public Administration
- [www.accaglobal.com](http://www.accaglobal.com) – Association of Chartered Certified Accountants
- [www.irishexporters.ie](http://www.irishexporters.ie), [www.ibec.ie](http://www.ibec.ie) (Irish Business and Employers Association), etc.

## Careers open to all disciplines (Including 'Paths Into...' Series)

Many graduate vacancies don't require specific degree subjects as possession of a degree is taken as evidence of intellectual ability. What is more important to the potential employer is the range of transferable skills and experience you can demonstrate.

Many graduate training programmes take final year students from a wide range of disciplines, register with the [Career Development Centre's Jobsence](#) for a full list of programmes. Here is a range of career areas that are potentially open to graduates of all disciplines. It's important to note that some of these options may require further study either on the job or beforehand.

If you are considering diversifying or changing career direction a postgraduate conversion course may be a viable option.

Some examples of career areas open to students of all disciplines:

- Teaching & Education
- Financial Services & Accounting
- Marketing, Advertising and PR
- Retail, Sales and Customer Service
- Banking, insurance and financial services
- Charities and voluntary sector
- Fund management / administration and investment banking
- Human resources, recruitment and training
- Management consulting
- Management, business and administration
- Media and publishing
- Public sector and civil service
- Social, community and youth

For further information see: [www.gradireland.com/career-sectors](http://www.gradireland.com/career-sectors)

## Further Study

Are you considering further study or training? See [www.tudublin.ie/careers](http://www.tudublin.ie/careers) for comprehensive information

Some examples of further study programmes undertaken by Business & Management graduates:

- Strategic Management, TU Dublin, Smurfit UCD
- PG Dip Accounting, TU Dublin
- Accounting and Finance, Smurfit UCD
- Accountancy bodies
- Retail Management, TU Dublin
- Creative Digital Media, TU Dublin, DCU

- Human Resource Management, TU Dublin, DCU
- Hospitality Management, TU Dublin
- Advertising, TU Dublin
- Public Affairs/Political Communications, TU Dublin
- Marketing Practice, Smurfit UCD
- Marketing Development, Smurfit UCD
- Digital Marketing, Smurfit UCD
- Accounting and Finance, Smurfit UCD
- Management Consultancy, Smurfit UCD
- Computer Science, UCD
- International Business & Management, TCD
- Commerce and Business Studies, TCD

## Conversion courses

Some graduates find that their primary degree did not meet their expectations, either vocationally, academically or personally, and seek change career direction. Conversion courses offer the opportunity to diversify into another chosen career area while meeting the necessary entry requirements for that discipline. However, it should be noted that this is not the case for all disciplines e.g. disciplines such as science and engineering will require an undergraduate degree in that discipline.

## Self Employment

Ever thought of being your own boss? Think you have an innovative product or service idea that could have commercial value? Want to commercialise your research? See [www.tudublin.ie/careers](http://www.tudublin.ie/careers)

## Other Options (e.g. Time out, travel etc.)

Volunteering and working with communities with is a great way to gain valuable real world experience, to develop new skills, to meet new people, to do something worthwhile and to improve your employability. For more details, see [www.tudublin.ie/careers](http://www.tudublin.ie/careers).

## Labour Market Information

For information on the latest labour market trends see [www.tudublin.ie/careers](http://www.tudublin.ie/careers).

## Additional Information / Advice

For any query you might have, please do not hesitate to get in touch with us.

Disclaimer: TU Dublin Career Development Centre offers advice in good faith on the basis of the best information available. The Centre accepts no responsibility for decisions made by individuals based on such advice.