

Business Studies

Your Careers Adviser

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Skills developed in college

You've developed a range of skills through your education, work experience and personal interests and achievements.

Understanding what skills you have to offer and like to use can help you understand what you want in a career, as well as providing key information for job or further study applications.

In terms of securing a job, academic qualifications alone will not guarantee success. Evidence-based skills sections on your CV can demonstrate the broad range of qualities you have to offer employers.

Below are some of the main skills you may have developed while in college:

- **Strong technical knowledge and expertise**
Has experience of using modern technology. Develops and maintains a knowledge of key trends in technology. Keeps up to date with developments in own areas of professional specialisation. Applies a breadth and/or depth of professional knowledge.
- **Problem-solving ability**
Identifying, prioritising and solving problems, individually or in groups; the ability to ask the right questions, sort out the many facets of a problem, and contribute ideas as well as answers regarding the problem. Solve business problems, often on the basis of limited and possibly contradictory information.
- **Analytical thinking**
Analyse and interpret data and, when necessary, design experiments to gain new data; design a system, component or process to meet a need.
- **Excellent communication skills, both oral and written**
Expresses ideas effectively and conveys information appropriately and accurately. Influences others by expressing self effectively in a group and in one to one situations. Shows by a range of verbal and nonverbal signals that the information being received is understood.
- **Teamwork / Working with Others**
Builds and develops appropriate relationships with academic staff, peers, colleagues, customers and suppliers at all levels within an organisation.
- **Time-management skills / ability to meet deadlines**
Managing several tasks at once; being able to set priorities and to allocate time efficiently in order to meet deadlines.
- **Planning and Organising**
Establishes a course of action for self and/or others to accomplish a specific goal. Plans proper assignments of personnel and appropriate allocation of resources.
- **Leadership skills**
Takes responsibility for the directions and actions of a team.
- **Creativity & Innovation**
Creative and innovative in solving problems. Generates and/or recognises how best practice and imaginative ideas can be applied to different situations.
- **Attention to Detail**
Accomplishes tasks through a concern for all areas involved, no matter how small.
- **Initiative & self-management**
Identifies opportunities and is proactive in putting forward ideas and potential solutions. Self-disciplined and self-motivated in the pursuit of their studies and professional practice.
- **Flexibility & Adaptability**
Maintains effectiveness in a changing environment.
- **Commercial awareness**
Understands the economics of the business. Understands the business benefits and commercial realities from all stakeholder perspectives (customer, supplier, employer, employee, shareholder etc).
- **Ability to make quick decisions / work under pressure**
Makes decisions and takes action. Maintains performance under pressure and / or opposition.
- **IT / Technology Skills (MS Office, SPSS)**
Use a wide range of tools, techniques and equipment, including relevant software; use laboratory and workshop equipment to generate valuable data.
- **Financial Awareness**
Understands basic financial terminology used in organisations and is able to construct and maintain simple financial records.

You may also have built up other specific course / technical skills

Types of employers/industry sectors

Some of the main types of employers/industry sectors in which Business Studies graduates work include:

A Business Studies degree prepares you for a career/s stretching across any sector or industry. 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. Use this experience to develop your skills further and to establish contacts within the industry.

Industries as diverse as retail, finance, ICT, utilities, fashion, health, and construction all require functional managers with a clear understanding of systems, efficiency and operational issues. Opportunities exist in management and analyst 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 studies graduates. Many 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.

*adapted from www.prospects.ac.uk

Here are some examples of employing organisations who may value either the subject knowledge or core skills Business Studies 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
www.careersportal.ie
www.prospects.ac.uk
www.targetjobs.co.uk

Career options with your course

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

- Accounting and Finance/Financial Services/Stock Exchange/Money Markets
 - Fund Administrator
 - Bank Official
 - Loan Adviser
 - Corporate Pensions Adviser
 - Credit Controller/Credit Analyst
 - Accounts Assistant
 - Trainee Accountant
 - Fund Accountant/Trainee Accountant
 - Financial Analyst
 - Tax Trainee
 - Strategy Analyst
 - Procurement Analyst
 - Pensions Administrator
 - Asset Manager
 - Insurance Adviser
- Customer Service/Business Development
 - New Business/Sales Development Executive
 - Business Manager
 - Senior Administrator
 - Case Management Support
 - Customer Services Executive
 - Teaching
 - Own Business
- Management
 - Quality Assurance Manager
 - Management Trainee/Assistant Manager
 - Project Manager
 - Trainee Hotel Manager
 - Management Consultancy
- Marketing/Advertising/PR
 - Sales and Marketing Representative
 - Account Executive
 - Junior Brand Manager
 - Brand Ambassador
 - Marketing/Communications Assistant
 - Social Media Co-ordinator/Digital Specialist

For occupational information see

www.gradireland.com
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Employers who have recruited in your area

Companies who have recruited Business Studies graduates:

- Deloitte
- EBS
- Eircom
- Enterprise Ireland
- Enterprise Rent- A- Car
- Eisner Amper
- Ernst and young
- IBEC (Ibec Global Graduates Programme)
- International Fund services
- Invesco Ltd
- Irish Distillers (Jameson)
- Irish Times
- Glanbia
- Grant Thornton
- Jameson
- KBC Bank
- Kepak
- Kerry Group
- Kingspan
- 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

Graduate programmes and immediate vacancies

www.prospects.ac.uk & www.targetjobs.co.uk

Graduate jobs UK

www.gradireland.com

Immediate jobs/Summer/Graduate programmes

www.mondotimes.com

Local and national press

www.publicjobs.ie

www.localgovernmentjobs.ie

Public service

www.irishjobs.ie/agencies

Complete list of recruitment agencies/online recruitment sites

Company Websites - Immediate vacancies and Internships

www.tudublin.ie/careers

www.indeed.ie – Ireland (various job boards)

[irishjobfairy \(twitter\)](https://twitter.com/irishjobfairy)

Job websites

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, KPMG, 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, dublinstartupjobs.com

FDI and indigenous – www.makeitireland.com, www.itshappeninghere.ie <https://angel.co/> - start up jobs worldwide

HR –

hrcrossing.com, ie.linkedin.com/jobs/human-resources-jobs

Supply Chain management -

ipics.ie, NITL- national institute for transport and logistics

Marketing/PR :

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

Teaching jobs:

educationcareers.ie, educationposts.ie, research opps: euraxess.ie, heanet.ie, jobs.ac.uk, VEC: ivea.ie, 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

Voluntary Sector/Charity/NGO vacancies in voluntary sector

www.volunteeringireland.com

www.dochas.ie

Association of non-governmental development organisations

www.comhlamh.org

Volunteering opportunities

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.

General websites — useful links

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

- [Irish Internet Association
www.iaa.ie](http://www.iaa.ie)
- [Irish Computer Society - www.ics.ie](http://www.ics.ie)
- [Association of Advertisers in Ireland
www.aai.ie](http://www.aai.ie)
- [Public Relations Institute of Ireland
www.prii.ie](http://www.prii.ie)
- [PR Consultants Association
www.prca.ie](http://www.prca.ie)
- [Chartered Accountants Ireland
www.charteredaccountants.ie](http://www.charteredaccountants.ie)
- [Chartered Inst. of Public Finance & Accountancy
www.cipfa.org](http://www.cipfa.org)
- [On-line Database encompassing all Irish Businesses
www.business.ie](http://www.business.ie)
- [Directory Listings of Businesses and Service Providers
www.niceone.com/](http://www.niceone.com/)
- [Small Firms Association
www.sfa.ie](http://www.sfa.ie)
- [The IFSC Panel
www.thepanel.com](http://www.thepanel.com)
- [Library Databases
http://www.dit.ie/library/subjects/businessandeconomics/](http://www.dit.ie/library/subjects/businessandeconomics/)
(Find Company Information/Industry Reports/Market Research)
- [List of Professional Bodies Recognised in Ireland https://www.postgrad.ie/whos-professional-bodies-recognised-ireland/](https://www.postgrad.ie/whos-professional-bodies-recognised-ireland/)

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

Further Study

Are you considering further study or training? See www.tudublin.ie/careers for comprehensive information

Some examples of further study programmes undertaken by Business Studies graduates:

- MSc Strategic Management, TU Dublin, Smurfit
- PG Dip Accounting, TU Dublin
- MA PR, TU Dublin
- MSc Digital Marketing, TU Dublin, Smurfit
- MSc Finance, TU Dublin, Smurfit
- MSc Property Studies, TU Dublin
- MSc International Business, TU Dublin, Smurfit
- E-Commerce, DCU
- International Relations, DCU

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

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.

Labour Market Information

For information on the latest labour market trends see www.tudublin.ie/careers.

Additional Information / Advice

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