



Business administrator

Description

To a smaller or larger extent, business administrators carry out different activities which take place within the administration departments of companies. They perform a wide range of tasks such as: keeping minutes of meetings, preparing business analysis, arranging meetings, drawing contracts, communicating in mother tongue and in foreign languages, preparing reports, statistical analyses, planning, book-keeping, etc. They predominantly use a computer in their work. Their tasks depend on the job they are doing and their field of work, but main fields of work include planning and organising business activities, maintaining business correspondence, keeping documents and records about the employees, carrying out basic book-keeping tasks (keeping records of costs, making payments, carrying out procurement process). Fields of work are many and they are different because every company, or business, needs a person to organise, plan, and carry out business correspondence. Business administrators work indoors, in an office, and they use a computer in their daily work.

Business administrators communicate with clients and partners on their own, in person, by telephone or e-mail, which requires them to have a good knowledge of their mother tongue and the English language, and they also need to be familiar with business communication principles. It is also extremely important that they possess organisation skills, PC skills, responsibility and preciseness.

Desirable traits/requirements

- Good communication skills and sociability
- Good knowledge of Serbian as the language of the educated, and fluency in foreign languages
- Good memory
- Being organised
- Preciseness and accuracy
- Responsibility and reliability
- Flexibility and resourcefulness
- Self-reliance, but also teamwork skills

Positive aspects:

- Business administrators' job is very versatile and responsible. The work conditions are mostly such that they work in an office. They communicate with different customers and business partners. There exist learning and career advancement opportunities.

Negative aspects:

- Business administrators sit for prolonged time periods and they use PC intensively. Communication with partners can be very demanding at times. You need to coordinate many different things and take into consideration many different factors, which may be quite stressful.

Career path/field of work

To do the business administrator's job, you need to finish a four-year secondary vocational school.

Business administrator's most commonly work in companies, businesses, law or book-keeping offices, etc.