

Office Support & HR Career Guide



Why work in Office Support?

As the name suggests Office 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.

Is Office Support right for me?

A career in office 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 Office 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.

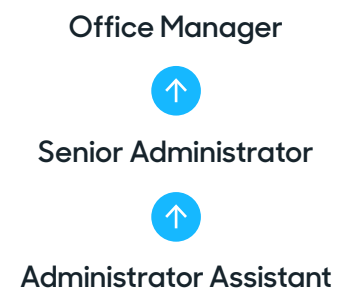
What makes a good Office Support CV?

- ✔ 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

Roles include:

- ✔ Administration
- ✔ Receptionist
- ✔ Office Manager
- ✔ Customer service

Progression example:



Average starting salary
£16,000*

Highest Earners
£30,000*

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

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