

Office Support 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.

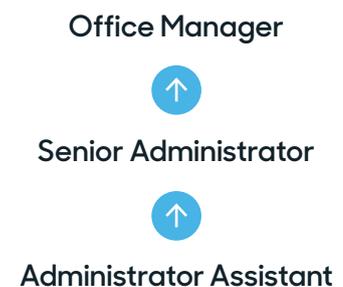
What makes a good Office Support CV?

- ✔ 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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Why work in HR?

HR (or human resources) opens doors to jobs in every sector, the world is your oyster. You can build your career internationally or at home. From media to engineering and from banks to charities, pretty much every industry and company will need to hire the expertise of an HR professional.

A career in HR offers long-term options and a huge variety of roles. You could be involved in recruiting or training staff one day, or helping your company decide how staff should be rewarded the next. There are even roles which focus on employment law, protecting the rights of employees at work.

Is HR right for me?

If you are interested in getting the absolute best out of people then a career in HR and people development could be the one for you.

Qualities important for a career in HR include:

- ✔ Being a decisive thinker that can analyse and propose practical options
- ✔ The ability to influence people at all levels
- ✔ Personal responsibility with a drive to follow through on your promises
- ✔ The confidence to challenge
- ✔ Ability to lead by example acting with integrity without being biased

What qualifications do I need?

Although work experience is always important when applying for a job, your personal qualities and academic qualifications will also play a part in impressing future employers.

Most companies will look for those who have studied via an apprenticeship or university degree. Accreditations from the recognised professional body CIPD will also go strongly in your favour and help with your personal development.

What makes a good HR CV?

- ✔ Listing qualifications you hold and at what level
- ✔ Describing all HR functions in your role
- ✔ Explaining how you've implemented processes to improve business

HR Roles include:

- ✔ HR Generalist
- ✔ Recruitment & Talent Planning
- ✔ Learning & Development
- ✔ Employee Relations

Progression example:

HR Director



HR Business Partner



HR Manager



HR Advisor/ Officer



HR Administrator



Average starting salary

£16,000



Highest Earners

£70,000