

Career Profile

Use the following career centre related information to help, plan and build a career.

Accounts Officer

Description

Many individuals come to a point in their lives when in order to purchase an expensive item, such as a house or pay university tuition fees, they need to apply for some form of credit or a loan. The same applies to businesses that are about to launch and need extra funding. This is where an accounts officer is needed.

Accounts officers understand and analyze financial information about loan applications and business account conditions, and approve or reject credit applications. They develop credit structuring alternatives for large account transactions and assist credit officers in the management of these accounts. Accounts officers must ensure that those who want to borrow money are a safe financial risk to the organization. If a potential borrower is deemed unsuitable or unable to pay back a loan in due time by the credit officer, they will be rejected.

So how does an accounts officer determine the creditworthiness of a business applying for credit or a loan? They must spend their days obtaining information from banks, credit institutions, and employers, going over a company's credit history, seeing if they have paid back loans in the past. Accounts officers will interview applicants for business loans going over all these financial questions. After gathering and synthesizing all applicable financial information, they make a final decision regarding the loan. Once and if the loan is approved, the accounts officer must follow the client's financial status in order to protect the bank's best interest.

Accounts officers are also in charge of selling bank services and products, like retirement savings plans, securities and corporate credit cards. Those that work in small branches sometimes supervise banking procedures directly and process loan applications. However, the job has changed in recent years to focus more on the sale of financial products and services, such as investment funds. In larger branches, some officers may deal with personal accounts while other work in the commercial sector. Therefore, some may promote credit cards, collect outstanding debts, while others might work with higher level accounts.

Accounts officers must keep up to date with legislation and new governmental changes that affect the financial industry. Some accounts officers specialize in a specific commercial sector such as real estate, forestry, agriculture and finance. These days, it is helpful to have an accounts officer that has knowledge in a specialized area so that when it comes to assessing loan applications, they will have better judgment due to their knowledge of the industry. Also, this potentially lessens the risk of numerous unpaid loans for a financial institution.

Administrative Assistant

Description

Preparing business letters and reports, answering the telephone, and mailing documents, these are just a few of the many tasks performed by an administrative assistant. Administrative assistants, also referred to as office clerks, are the backbone of many successful offices. This is because administrative assistants are responsible for all of the little tasks that make a business run smoothly.

Administrative assistants perform all sorts of general office duties. Besides, answering phones and preparing documents, administrative assistants make appointments, explain any

procedures or questions that clients or potential customers may have, and generally keep things in order. Successful administrative assistants are excellent at multi-tasking, meaning they can perform and keep track of many duties at one time. For individuals who enjoy variety in their work, administrative assistant would be a good position as each day will bring different tasks.

Bank Examiner

Description

Bank examiners investigate financial institutions concerning compliance with government regulations governing the institution's operations and solvency. Examiners schedule audits to protect the institution's shareholders and the interests of depositors. Therefore, they are external auditors specifically hired by banks to perform audits in various companies and organizations. They recommend acceptance or rejection of applications for mergers and acquisitions, and testify to the viability of chartering new institutions.

Bank examiners are professionals qualified to audit accounts, issue financial reports or to conduct a financial audit of an entire department or organization. They verify the accuracy of a company's financial records while checking for fraud, mismanagement and waste. More specifically, they investigate and evaluate an organization's finances, information systems, management procedures and internal controls in order to ensure that all records are accurate and protected against fraud.

Nowadays, financial institutions need to add extra security within their organizations due to increased computer hacking, virus and worm spreading and internal fraud. Bank examiners try not to play the threatening role of police officer or watch dog, however due to the reality that criminal practices occur within companies, examiners play an important evaluative role within most organizations. Bank examiners work under the guidance of controls which refer to ethical values, consistency in meeting goals and performance measures, to name a few.

Bank examiners work with a high level of integrity and commitment. Their goal is to help a financial institution function to the best of its ability, while constantly scrutinizing for signs of trouble and glitches. Constant improvements are made, while the examiner finds optimal solutions to any company problems. Bank examiners are, to a large extent, key to an organization's success in today's fast-paced business world. They help prevent future catastrophes which result in both saving time and money.

Biochemist

Description

From earwax to athlete's foot, every biological element in the environment is made up of chemicals. Biochemists work to understand the complex chemistry of life. Applying chemical and biological principles, biochemists study the chemical composition of living matter and the molecular basis for processes that occur in cells. They analyze chemical combinations and reactions involved in metabolism, reproduction, growth and heredity. Biochemists have to know about cells and organs and how they function, the roles of hormones and enzymes in living things and the effects of poisons and minerals on living things, and experimental and research methods.

Concerned with the large-scale culture of living cells in fermentation processes, they develop medical, agricultural, food science, pharmacological, industrial, environmental and other practical applications. Biochemists analyze kidney, liver and thyroid functions, assist in the diagnosis of heart attacks, check glucose levels in diabetics, and monitor cholesterol levels in patients with cardiovascular disease.

Biochemists conduct research, develop new or improved products and processes, and test and evaluate the quality and safety of materials. Biochemical research has led to the discovery and development of new and improved synthetic fibers, paints, adhesives, drugs, cosmetics, electronic components, lubricants, and thousands of other products. Those working for pharmaceutical companies create new medications and improve existing ones. One of the most important functions is testing the potential side effects of drugs and knowing what the drugs do not mix with. Since most modern drugs come attached with harmful side effects, it is important that biochemists know what they are and make the drug companies and the public aware of them before taking any new medications.

As biochemistry is the mix between biology and chemistry, these scientists get to study how living things work at the molecular level. Some areas they may specialize in are reproduction, photosynthesis and energy respiration, and metabolism. They may also study body and muscle contractions, gene development and biochemical stresses. They usually study organic chemistry working to either create new medicines or study DNA and the human make-up in relation to the chemicals it interacts with.

Biochemists also develop processes that save energy and reduce pollution, such as improved oil refining and petrochemical processing methods. Biochemists also work in production and quality control in manufacturing plants, preparing instructions for plant workers that specify ingredients, mixing times, and temperatures for each stage in the process. They also monitor automated processes to ensure proper product yield, and test samples of raw materials or finished products to ensure that they meet industry and government standards, including the regulations governing pollution. Biochemists report and document test results and analyze those results in hopes of further improving existing theories or developing new test methods.

Biochemists often work in interdisciplinary teams with physiologists, pharmacologists, plant biologists, microbiologists, chemists, agronomists and other professionals. They often supervise technicians and technologists during laboratory research. They may be found in offices, writing reports on the experiments they conduct or doing research about other related scientific studies.

Biologist

Description

Biologists are trained scientists who research all forms of life, including their classification, physiology, chemistry and interactions. By studying the relationships between humans and the environment, biologists can better understand how to manage natural resources and develop new products in medicine and agriculture.

Biologists study life processes, behaviors, diseases and structure of all life forms. Their studies range from large animals to parasites and plants and to forensics and microorganisms. They work to discover new facts about living things, which will hopefully help solve large problems, such as viruses and marine life depletion. They are concerned with helping human health, combating disease and finding ways of protecting the environment.

Biologists conduct basic and applied research to extend knowledge of living organisms, to manage natural resources, and to develop new practices and products related to medicine and agriculture. They may specialize at the macroscopic level, in fields such as botany, zoology, ecology and marine biology; or, at the cellular and molecular level, in fields such as genetics, immunology, pharmacology, toxicology, physiology, pathology, bacteriology and virology.

Biologists may be classified both by the areas they study and the activities they perform. For example, bacteriologists study bacteria, zoologists focus on animal life, and marine biologists specialize in marine life. Some biologists work as researchers focusing more on answering

larger questions of evolution whereas, applied researchers focus more on medical and industry experiments.

In spite of a biologist's specialization area, they all are involved in classifying species or specimens, both large and small. They also study the structure of species and how they fit into different environments. After intense experimentation, biologists prepare reports on their findings in scientific and medical journals.

Senior biological and medical scientists are often under pressure to meet deadlines for grant proposals in order to get money to fund their research. Also, they are required to constantly update their knowledge and keep current with technological advances.

Biophysicist

Description

Biophysicists attempt to explain why our biophysical environment behaves as it does. They develop new methods to address the mechanisms of biological processes at every level. Biophysicists use methods of mathematics, physics, chemistry and biology to study how living organisms work. They investigate how the brain processes and stores information, the heart pumps blood, muscles contract, plants use light in photosynthesis, genetic functions, amongst other issues. They are interested in the physics and physical chemistry of biological processes.

Biophysicists study how organisms develop, see, hear, think and live. They study human genetics in relation to our biophysical environment and how they interact. They use computers extensively for data collection and analysis and other projects, such as the Human Genome project and stem cell research. Biophysicists also design and perform experiments with lasers, cyclotrons, telescopes, mass spectrometers, and other equipment. Based on observations and analysis, they attempt to discover and explain laws describing the forces of physical and human nature. Their discoveries have an impact on biotechnology and medicine. Biophysics has the tools to understand the molecular basis of diseases such as sickle cell anemia, etc. Knowledge of the way proteins and membranes work provides a basis for drug design.

Biophysicists must be able to think creatively and scientifically when coming up with experimental ideas. Knowledge of physics and biology not only leads to a most profound understanding of the physical world, but also supplies the world with the insight to develop new and innovative ideas in biophysics. Biophysics is one of the most fascinating and intellectually challenging fields of scientific study because it deals with humans.

Biophysicists usually work in groups or teams of other scientists and professionals with other backgrounds to collaborate on solving common problems. For example, some will study molecules, while other research proteins and then each scientist bring their findings together to find solutions to medical and health problems. Also, in DNA research, biophysicists are studying the functions of these molecules and proteins and this is helping in fields like criminology.

Research biophysicists write scientific articles and present their work at international conferences. An integral part of being a successful scientist is keeping up on the current technological trends and scientific studies in the field. Biophysicists who work as professors teach undergraduate and graduate university courses and supervise and guide the work of technical staff and graduate students.

Chartered Accountant (C.A.)

Description

Chartered accountants, commonly abbreviated as CAs, are experts in accounting practices and

financial management. According to the mission statement of Canada's Chartered Accountants, their aim is to enhance decision-making and improve organizational performance through financial management, assurance and other specialized expertise. CAs have a commitment to serve the public in its best interest which means working with a high level of integrity and ethics.

CAs track and summarize every dollar that is spent and earned in a company, even down to the last cent. Therefore, every sale, purchase and profit transaction that occurs within a company or even the expenses of an individual person will show up on CAs financial reports. Many people attempt to file their own taxes and manage their finances without the help of an accountant, yet lack the standard training and knowledge to prepare financial statements. Often these people make crucial errors and end up hiring an accountant to fix the problems they create. Accountants work according to specific guidelines learned in school and are trained to help both individuals and companies organize and manage their daily finances.

Chartered Accountants organize and review accounting systems and prepare financial information for individuals, companies and other organizations. Those working in public practices provide income tax planning services, financial statement preparation, systems consulting, forensic and investigative accounting services and may even act as a trustee in a bankruptcy proceeding. Traditionally, accountants were responsible for completing mounds of tedious paperwork, especially during peak seasons. However due to the explosion of Electronic Data Interchange (EDI) into the market, the conventional role has changed allowing the accountant to spend more time on analyzing financial statements instead of dealing with red tape thereby broadening the services accountants offer.

Commercial Banking Officer

Description

In order to launch a new company or set one on the right financial path, they may need to apply for some form of credit or a loan. Commercial banking officers are banking professionals who deal with these types of businesses. In fact, the most common branches of commercial banking are credit analysis and lending. Banking officers understand and analyze financial information about loan applications and business conditions, and approve or reject credit applications. They develop credit structuring alternatives for large company transactions and manage these accounts. Commercial banking officers must ensure that those commercial organizations that want to borrow money are a safe financial risk to the organization. If a potential borrower is deemed unsuitable or unable to pay back a loan in due time by the credit officer, they will be rejected.

So how does a commercial banking officer determine the creditworthiness of a business applying for credit or a loan? They must spend their days obtaining information from banks, credit institutions, and employers, going over a company's credit history, seeing if they have paid back loans in the past. Commercial banking officers will interview applicants for business loans, and going over all these financial questions. After gathering and synthesizing all applicable financial information, they make a final decision regarding the loan.

Commercial banking officers are also in charge of selling bank services and products, like retirement savings plans and corporate credit cards. Those who work in small branches sometimes supervise banking procedures directly and process loan applications. In larger branches, officers supervise the work of account managers and other banking representatives. Commercial banking officers must keep up to date with legislation and new governmental changes that affect the financial industry. Some banking officers specialize in a specific commercial sector such as real estate, forestry, agriculture or finance. These days, it is helpful to have a banking officer that has knowledge in a specialized area so that when it comes to assessing loan applications, they will have better judgment due to their knowledge of the

industry. Also, this potentially lessens the risk of numerous unpaid loans for a financial institution.

Controller

Description

Controllers oversee financial matters in a business or government department. Also called financial managers, controllers develop and implement the financial policies within an organization. They hold senior positions in organizations often overseeing accountants and other financial workers including auditors and budget departments. Their job is to predict and summarize an organization's financial position analyzing income statements, balance sheets, future earning and expenses.

Controllers are top financial experts in their particular industry and perform tasks unique to their organization. For example, controllers in environmental organizations must be knowledgeable about financial practices in that industry and keep up-to-date on the latest news and environmental trends; in other words, be on top of the game. Governmental workers should know all government policies and regulations that will affect both their work, research and the industry in general.

Controllers combine their accounting knowledge and professional management skills to provide employers with a variety of leadership and decision-making services. As a senior member of the management team, they monitor, interpret and communicate financial results and evaluate corporate performance. Their training as accountants allows them the freedom and ability to take upon a wide variety of roles and to move around different areas of business including sales and marketing, information technology and human resources.

Controllers are increasingly hired on a temporary basis as advisors to senior managers, often performing various accounting and auditing functions. The role of the controller is continually changing due to the rapid technological advances in information technology. Computers have significantly reduced the amount of time and work that used to be required of controllers, therefore they now perform more data analysis and financial problem solving.

Computer Engineer

Description

It would be hard to imagine living in a world without computers. Over the last few decades, they have entered our lives and homes and become an imperative part of our technological culture. Without the "brain surgery" of computer engineers, we would not have such intelligent computer hardware and software systems. Computer engineers build, research, plan, design, develop and test computers and related equipment. They usually work in either the hardware or software components of engineering and develop new applications software and systems analysis.

Computer engineers usually specialize in one of three main areas of design: hardware engineering, software engineering or systems/network engineering. Hardware engineers work with the internal hardware equipment of computers. Software engineers create and install software programs, such as operating systems, communications software, utility programs and databases for specific companies. Systems engineers work with the actual networks and systems within a company. They may also ensure that the existing network is effective, and determine how it should evolve to meet new requirements of the organization or business.

Computer engineers may also specialize in a number of different localized areas such as designing the control system for an automated production line in the manufacturing industry,

creating software for digital telephone switching systems, planning and supervising the installation of a local area computer network (LAN) and developing a new operating system for a client with specific needs. They may also investigate methods of creating smaller, more powerful computer chips using VLSI (very large scale integration). Computer engineers work on developing new applications for computers every day.

Nowadays, there is no limit to what will be possible for a computer engineer to create. Since the Internet exploded into the marketplace and email became the dominant form of message communication, it is hard to imagine what will be next.

Computer engineers use high-tech tools such as computer-aided design (CAD), appropriately designed by computer engineers, to create realistic geometric models of objects which can simulate and analyze the effects and potential problems of designs such as machine malfunctions and breakdowns. They research and evaluate each project to find the most cost-effective solutions to problems while still maintaining recognized engineering standards. They are required to constantly update their skills and knowledge in order to keep up with technological advancements in this quickly changing field. Upon graduation, all Canadian engineers receive iron rings that remind them of their obligation to build safe structures.

Data entry specialists

Description

Data entry specialists enter data into computers and other data-entry machines. By typing texts, entering data into a computer, operating a variety of office machines, and performing other clerical duties, these workers help organizations keep organized and stay in line with rapid technological changes. They are very knowledgeable about computer programs and software formatting. They also have a good knowledge of spelling and grammar, since they are dealing with words all day.

Data entry specialists often use spreadsheet programs such as Microsoft Excel to input lists and numbers. Not only do they enter information into databases but they also manipulate already-existing data and work as editors, scrutinizing and proofreading new and old material for accuracy. Data entry specialists work on various statistical projects such as medical records, business reports, statistical reports and membership lists. Companies usually use this compiled information for research purposes.

In some offices, data entry specialists also operate printers and tape readers, act as tape librarians, and perform other duties. They may also maintain filing systems for computer disks or tapes. Depending on the organization, other related tasks may include researching, collecting and analyzing the data they input, as well as preparing reports for senior managers. Data entry specialists require impeccable concentration and a keen eye for accuracy and detail.

Economist

Description

Economists conduct research, analyze statistical information and prepare reports and plans that are used to predict economic problems. They forecast economic behaviors and patterns anticipate future problems and opportunities and offer innovative economic ideas for solutions and new initiatives. In a nutshell, they attempt to provide people with a practical understanding of how our economy works.

The well being of our economy affects our everyday lives, therefore it is important that people understand how it works and learn about its behavior patterns. Economists study the economy and all of the statistics surrounding it. They are interested in the factors that influence the well-

being of people and they aim to find solutions to improve people's standard of living. This includes studying how financial, labour and trade markets are organized and how they interact.

In addition, they research social, political and environmental issues. Economists have to know everything about the strengths and weaknesses of economics, and economic methods and theories. It is also important that they are up to date with technological developments, politics and current affairs. They use models and methodologies to think about the world and specific issues, which may require knowledge of math's including statistics, human behavior and overseas economic ideas and trends.

Some people think of economists as economic fortunetellers or predictors of our future economy. They must, in fact, forecast what they believe will change and occur in our economy based on the research and analysis they compile. Economists use their knowledge and analytical economic research to advise businesses and other organizations, including insurance companies, banks, securities firms, industry and trade associations, labour unions and government agencies. They must present their statistical concepts in a clear and meaningful way so that people can understand what their data really means.

Economists often specialize in certain areas, such as finance, trade, health and labour, to name a few. Economists who work for the government may assess economic conditions in Pakistan or in foreign nations in order to estimate the economic effects of specific changes in legislation or public policy. For example, economists might compare how the Pakistani Rs fluctuates against foreign currencies. An economist working in provincial or municipal government might analyze data on employment and unemployment rates in order to project future spending needs. Economists write reports of their findings and present their cases to their employers.

Financial Analyst

Description

In today's fast-paced marketplace, companies have become more concerned with their financial planning and investing because they want to ensure their company is producing and investing at its highest potential. The result is the trend in hiring financial analysts to do this work specifically. Financial analysts collect and analyze financial marketplace information such as economic forecasts, trading volumes, financial backgrounds of companies, historical performances and future trends of stocks, bonds and other investment instruments to provide financial and investment advice for their company or their company's clients. Financial analysts seek out possible risks and potential returns from investments, provide guidance and make recommendations on these findings. They assess the economic performance of a company and seek ways to invest their money profitably.

In large institutions such as banks, pension funds and governments, financial analysts may monitor national and international stock and bond markets and the economic conditions surrounding all other markets. They also follow major Canadian and international industries such as oil and gas, forestry, mining, banking and telecommunications, conducting detailed studies of different investment opportunities that a company may be interested in investing in.

Financial analysts then prepare reports or make presentation to managers that recommend how the company should invest its money and whether they should buy or sell certain investments or securities. Another method of analysis is using statistical data to measure the different financial risks associated with a particular investment idea.

Financial analysts read company financial statements and analyze commodity prices, sales, costs, expenses, and tax rates in order to determine a company's value and project future earnings. They often meet with managers to get better insight into a company and determine the managerial effectiveness. Usually financial analysts conduct studies of an entire industry,

assessing current market trends, products, and industry competition. They must keep up-to-date on new regulations or policies that may affect the industry, and very importantly, monitor the economy to determine its effect on potential earnings.

Financial Planning Analyst

Description

In the last few decades, people have become more concerned with their personal financial planning because they want to ensure they will have enough money for their retirement and for their children to attend university. Financial planning analysts, also called financial planners or consultants, develop personal financial plans for individuals and families using their knowledge of investments and tax laws and then recommend financial options to clients. They also sell stocks and mutual funds. Financial planning analysts focus on the individual determining all the financial and psychological factors that impact a person's life.

Financial planners follow six steps in order to better help plan client's money. First, the financial planner must hold a consultation, assessing a client's financial data including net worth, assets, tax returns, lifestyle preferences, insurance policies, wills and pension plans. Then planners identify the client's financial and personal goals and objectives, such as a child's education or saving for retirement.

The third step is to identify current problems or investments that may create barriers to client's financial independence, such as an inadequate cash flow or a high tax burden. It is imperative to identify these problems before solutions can be found. Next, the planner must provide written recommendations and alternative solutions. If the client agrees to these ideas, then the next step is to implement and invest in strategies to assure reaching the client's goals and objectives. Finally, a financial planner must provide periodic review and revision of a client's plan to assure that their financial goals are achieved in both the short and long term. Financial planners also periodically answer questions from clients regarding changes in the marketplace or in their personal portfolios.

There are two basic types of financial planners: Fee-for-service planners and commission planners. Some actually do both types of work. Fee-for-service planners charge their client's based on the value of the client's assets or on an hourly rate. Their suggestions may include recommending that clients buy particular products. Commission planners only receive commissions for selling specific financial products. Therefore, those who work off commission deal with more pressure and stress and must make careful decisions in the marketplace.

An important aspect of the occupation is finding prospective clients and building a customer base. Many financial planning analysts contact potential clients by giving seminars or lectures on financial planning or meeting clients through business and social contacts. More established financial planning analysts may write a column for a newspaper, or appear on television or radio shows to offer their financial suggestions.

Geologist

Description

The Earth is a wondrous phenomenon filled with oceans, rocks, valleys, mountains and green grass. Our Earth has drastically changed in form and composition over the last millions of years and geologists are trying to figure out how these changes occurred in order to better understand this planet we live on.

Geologists study the nature and history of the Earth's crust and the composition and changes that continually occur both on the surface and subsurface. They explore the earth for minerals and hydrocarbons, such as oil and gas, which develop resources for production and build

engineering foundations. They try to find out how rocks were formed and what has happened to them since formation. They also study the evolution of life by analyzing plant and animal fossils. Some also study ground water supplies and conduct environmental investigations.

Geologists conduct programs of exploration and research rocks, sediments, water and other natural formations to extend knowledge of the structure, composition and processes of the earth, to locate and identify hydrocarbon, mineral and groundwater resources, to plan and implement programs of hydrocarbon and mineral extraction and to assess and mitigate the effects of development and waste disposal projects on the environment.

Geologists may specialize in a number of specialty areas including geomorphology, hydrogeology, mineralogy, paleontology, petroleum geology, sedimentology, environmental geology or in other fields. Geologists often work in teams with geophysicists, engineers and technologists working on various research and field experiments.

During the stages of their work, geologists use a wide variety of instruments including hammers, diamond drills, and geo positioning devices, gravity meters, microscopes, spectrometers and x-ray diffraction equipment. They work with computers, both in the field and in the office. They also need to be familiar with the fundamentals of science from chemistry, physics, biology and mathematics.

Some geologists work for governmental surveying projects, preparing maps that show rock types and geological structures. Others may work as advisors for contractors and builders, on whether a location is right for the construction of a dam, highway or building. Yet, most geologists work in the fossil fuel and mining industries, locating and extracting oil and minerals from fields and deposits.

Hospital Administrator

Description

The hospital employs a lot of people. Doctors, nurses, x-ray technicians, receptionists, janitors, cafeteria staff...The list is endless. But at the head of the line are the people patients never see, but owe their lives to: the administrative staff. Hospital administration is one of the most important and stressful careers you can embark on. Administrators plan, organize, direct and control most every aspect of the hospital. They make decisions about policy; they evaluate programs; they write and implement procedures; they monitor safety and patient services; they hire and train staff; they deal with media and head up fundraising; they plan budgets; they oversee hospital accounts and records, dealing with millions of dollars; they make plans regarding scientific research, and make decisions when it comes to the legalities of hospitals and health care. Depending on the size of the staff, and the seniority of the administrator, these tasks could be worked on independently, within a committee, or by an assistant. Much of the day is spent in meetings, all to ensure the organization is running smoothly.

Hospitals are becoming increasingly business-like, and the administrative staff has to reflect this trend; chief executive officer, or president, are common titles for the senior staff. Quite often, a hospital administrator, like a company president, works with a board of directors (who are shareholders in the hospital), who help with the final decision making.

Because the administrators work with both aspects of the hospital, the money-making, business side, as well as the human side of patients and doctors, the job can get quite stressful. Therefore, the hospital administrator is motivated, energetic, with lots of experience and education. Anyone who is a top administrator must work long hours, and be driven by a desire for success as well as a desire to provide quality health care.

Hotel/Restaurant Manager

Description

Sometimes people go out for dinner and the food takes forever to get to them, and when it does arrive the server has gotten the order wrong. Other time a family may check in to a hotel and find that the room they had been assigned was right over the hotel bar's in-house band.

In these situations, people ask for the manager. The managers are in charge of everything that goes on in the establishments. They are hired by the owners to oversee the general day-to-day running of the restaurant or hotel, motel, or bed-and-breakfast. The managers are the people who field all complaints and try and make the customers happy, satisfied, and want to come back. They organize staff schedules, hire and fire all staff, train staff, and supervise them during their work schedules. In large hotels, the manager may only supervise department heads (head of housekeeping, for example) but in most establishments, the general manager does it all.

Managers set prices, choose menu items, and maintain inventory of supplies, food, and drinks. They ensure the building is safe, clean, and free of mice and other pests. They complete payrolls, and ensure suppliers are being paid on time

They also interact regularly with restaurant or hotel patrons. They even help register guests or serve customers during busy periods. They work closely with people planning and hosting weddings, parties, or conferences in their establishment. Quite often, they simply approach strangers eating in the restaurant or staying in the hotel to ensure they are satisfied with the establishment. And if they are not, the managers do whatever is in their power to satisfy the customer.

Restaurant and hotel managers thoroughly understand what it is that makes the restaurant or hotel they work at tick. They are trained, experienced workers who are dedicated to the place they work at. They appreciate the importance of a bellhop or a buzzer, as much as they do a head housekeeper or head chef. These managers are organized, efficient, and polite workers who are ultimately responsible for the quality of service an establishment provides.

Human resources specialists

Description

Human resources specialists recruit, interview and advise senior management on hiring new employees in accordance with specific company policies and guidelines. The HR (human resources) role has become increasingly significant as companies and organizations realize the importance of hiring the most qualified employees and matching them to the right job thereby contributing to the profitability and success of any business. The human resources specialist provides the link between management and potential employees by carefully selecting potential employees. Their recruiting expertise is a learned skill but also comes from years of experience and getting to know how to read and assess people. Equally important knows what questions to ask specific individuals and even what questions not to ask, such as personal religion or marital status questions. If a human resources specialist speaks out of line, violates an individual's human rights or asks a personally offensive question, they could find themselves in hot water. Therefore, human resources specialists are well versed in all human rights laws, labour codes, union accords and safety guidelines.

A human resources specialist's career description is expanding in scope and responsibility. Years ago, the HR specialist performed in more of an administrative fashion handling employee benefits questions and recruiting. Today, they play an important advising and consulting role to

all employees in a company. They are responsible for staff welfare and morale, including the health and safety of employees, working conditions and staff training. Human resources specialists try to limit job turnover, provide training opportunities to enhance employees' skills, and heighten employee satisfaction in their present jobs and working conditions. If employees are unhappy in a company, it will be evidenced in their poor work productivity and happiness; therefore the human resources specialist must work to ensure that their company employs happy workers.

Working in a small company, HR specialists are often responsible for all personnel work whereas those working in larger firms may often specialize in a particular area such as labour relations or employee compensation.

A difficult aspect of the human resources specialist's position is dealing as mediators to employees with clashing personalities, fire people and reprimand negligent employees, which can be extremely hard to do.

Job analysts

Description

Job analysts work in the human resources (HR) department conducting in-depth research about occupations and job descriptions. They focus on worker classification systems while studying the effects of industry and occupational trends upon worker relationships. They also provide management with descriptions of what each employee in the company does, so that human resources recruiters will know what to look for when hiring employees as well as understand the components of each job. The job analyst's role has become increasingly significant as companies and organizations realize the importance of hiring the most qualified employees according to their job descriptions thereby contributing to the profitability and success of any business. Job analysts often serve as the technical liaison between the firm and industry, government, and labour unions. They usually work for larger companies and organizations, as their skill is very specialized in the HR department.

Job analysts gather information about jobs through interviewing employees, observing performance of certain tasks, asking employees to fill out questionnaires and worksheets, and collecting information about a job from secondary sources. They know what questions to ask specific individuals and even what questions not to ask, such as personal religion or marital status questions. The job analysts will then write-up their findings from the analysis and review them with management. The documentation is then presented to the senior manager supervisor for review. The supervisor may then act as an editor to add, delete or modify duties, knowledge, skills, abilities, and other characteristics. A signed and dated job description is then prepared and the job description becomes the official company record for a particular job.

The employment analyst field comprises two differing roles, job analysts and occupational analysts. The main difference between the two is that a job analyst looks directly at the worker whereas an occupational analyst studies how a particular worker fits into their career.

Management consultants

Description

Management consultants are hired by companies to solve business problems that existing managers cannot decipher. They provide analytical and organizational services to management such as proposing, planning and implementing improvements, analyzing marketing needs and developing appropriate advertising plans. Sometimes they just help managers do better jobs, especially in organizations that are in danger of going out of business or losing money. Management consultants are generally knowledgeable in many areas of business management,

including marketing, finance, accounting, human resources and information technology.

Consultants are usually hired as freelancers; therefore they usually have very diverse backgrounds and have experience in varied levels of management. The latest trend and boom in management consulting is in the information technology sector. So many new companies do not have the skills or expertise to start up a proper computer database system along with other management functions and that is where these consultants come into play. They liaise as the business minded professional that help smooth over shaky business transitions.

The management consultant usually works in a three step process. First, the consultant must analyze the business including present employment, spending and earning and find the root of the problem. For example, a management consultant may be hired to determine where excess company money is being spent. Then through extensive research, the consultant derives methods to improve the company's efficiency levels. Finally, the consultant suggests solutions and recommendations based on their research and findings of the identified problem. They often must be creative in deriving solutions since the problems are usually quite complex and unclear to begin with.

Office Administrator

Description

The dedicated people who run the administrative functions of an office are called office administrators. Also called administrative assistants or secretaries, they organize and control the day-to-day functions of an office or organization. They are truly the supporting backbones of an organization and without them, most offices and companies would be in complete disarray.

The duties and functions of an office administrator vary greatly from one organization to the next. They perform administrative tasks ranging from routine general office functions to acting as special assistants in particular departments, performing specific assignments. Depending on one's level of experience and position title, the administrative duties will fluctuate.

In the last decade, the role of the administrator has drastically changed and evolved due to technological advancements. The computer automation has allowed office administrators to take on more challenging projects and lead them to a wider range of new responsibilities once reserved for managerial and professional staff.

Functions such as training new staff members, conducting research on the Internet and operating new office programs such as spreadsheets and multimedia presentations are good examples of some newer administrative duties. In accordance with these technological changes, the administrator's main responsibilities have remained much the same. They still must answer phones, enter data and run the office's administrative side.

They perform a variety of administrative and clerical duties such as scheduling meetings and appointments, organizing and maintaining paper and electronic files, managing projects, conducting research and providing information to managers and clients via the telephone, postal mail and e-mail. Some administrators handle travel arrangements for their bosses. They use computers, photocopying machines, fax machines and answer phones. Some office administrators even work in teams, in larger offices.

Public administrators

Description

Public administrators organize and control the day-to-day functions of an office or organization

in the public sector. They are truly the supporting backbones of an organization and without them; most public institutions would be in complete disarray. The duties and functions of a public administrator vary greatly from one organization to the next. Generally, it is up to the public administrator to plan and direct the development, implementation and evaluation of government policies, research and programs within the sector which they are working. Public administrators may also perform some administrative tasks ranging from routine general office functions to holding positions as managers or directors of specific departments. Depending on one's level of experience and position title, their duties and responsibilities will fluctuate.

In the last decade, the role of the public administrator has drastically changed and evolved due to technological advancements. Computers have replaced and simplified some of the once-traditional tasks of the administrator such as paper filing, operating Dictaphones and using a typewriter. Functions such as training new staff members, conducting research on the Internet and public policy and operating new office programs such as multimedia presentations are good examples of some newer administrative duties. As managers or director, public administrators may find themselves creating and executing public policy.

They perform a variety of administrative duties such as conducting research and providing information to managers and clients. They are also responsible for directing and advising researchers, consultants and program officers as well as planning and administering budgets and organizing and directing others in the implementation of programs. Many public administrators specialize in an area such as dispute resolution, indigenous government, information management or public sector economics and finance.

Quality Control Technician

Description

The old expression that values quality over quantity still holds a great deal of truth. Items of high quality always last longer than patchwork goods. Companies today are searching for ways to incorporate both quality and quantity into their products equally. The ultimate goal is to produce a high quality product in large quantities at a low cost. Quality control technicians do this everyday on the job. They gather and analyze information about products in a company and ensure the safety and quality of processes within a production facility. They also try to ensure that products and services are delivered in the most cost-effective and timely manner possible.

Quality control technicians test and inspect products at specified stages in the manufacturing process to be sure that the products are safe, meet customer and international requirements, and perform as designed. They assist industrial engineers to set reasonable quality standards. Technicians set up and perform various kinds of tests on materials, parts, and products, such as measuring performance and durability. Some technicians test food and drug samples or raw materials to make sure they are free from contamination. They record all test data on graphs and charts, evaluate their findings, and write summary reports.

Quality control technicians concern themselves with people, machines and materials. This career field combines engineering with management training and seeks to develop effective, organized work systems that produce quality items in a people-oriented and cost-conscious manner. Unlike other engineering technicians that work in a variety of areas, they focus their work on quality control of products. They examine the overall production process or delivery system of an operation to determine best practices. Also, they introduce statistical performance measurements to analyze and improve operations, analyze materials handling methods and recommend ergonomic solutions to problems, safe work practices and cost efficiencies.

Most quality control technicians are drawn to this field because of the diversity of companies they work with on the job. They take on projects from a healthcare institution to a pulp and

paper factory to a clothing company -- the possibilities are endless. They are also interested in helping consumers purchase products of the highest quality.

Also, poor quality items can be a safety hazard, therefore technicians seek to create quality products that maintain high safety standards. For example, if you were to buy an electric blender and the blade broke off in the mixing process, then your safety and health is being put in danger because of a low quality product. Quality control technicians work to make sure that these things do not happen. That is truly a comforting thought.

Quality control technicians also participate in inspection work. They will visit factories and plants and make sure that machines are running properly and that the output is of high quality.

Tax Economist

Description

Every good or service exchanged or purchased within the economy is taxable. People pay taxes on everything they buy and earn, as taxes are also taken off our pay cheques in order to pay for schools, hospitals, roads and other government-funded services. Depending on the state of the economy, taxes are bound to go up during a recession, while they often drop in better financial climates. Tax economists study this tax phenomenon analyzing the economic impact of existing or proposed tax laws on revenue and through analysis, provide statistical summaries.

Tax economists review and analyze economic data in order to prepare reports that detail the results of a tax investigation and stay up to date with economic changes that relate to taxes. They conduct research, analyze statistical information and prepare reports and plans that are used to predict potential tax problems. They anticipate tax patterns and offer innovative ideas for solutions to new tax initiatives. In a nutshell, they attempt to provide people with a practical understanding of how taxes affect our economy.

The well-being of our economy affects our everyday lives therefore it is important that people understand how it works and learn about its behavior patterns. Tax economists study the economy and all of the tax statistics surrounding it. They are interested in the factors that influence the well-being of people and they aim to find solutions to improve people's standard of living. Tax economists have to know everything about the strengths and weaknesses of economics, and economic methods and theories. It is also important that they are up to date with technological developments, politics and current affairs. They use models and methodologies to think about the world and specific tax issues, which may require knowledge of maths including statistics, human behavior, and overseas economic ideas and trends.

Some people think of tax economists as economic fortune tellers or predictors of our future economy. They must, in fact, forecast how they believe taxes changes will alter our economy based on the research and analysis they compile. Tax economists use their knowledge and analytical economic research to advise businesses and other organizations, including insurance companies, banks, securities firms, industry and trade associations, labour unions, and government agencies. They must present their statistical concepts in a clear and meaningful way so that people can understand what their data really means.

Tax economists who work for the government may assess economic conditions in Pakistan or in foreign nations in relation to taxation order to estimate the economic effects of specific changes in tax legislation. Tax economists write reports of their findings and present their cases to their employers.

Treasurer

Description

Treasurers are officers who are responsible for the money in a company, government, or other organization. They direct an organization's financial goals, budgets and objectives and oversee funds invested. Also referred to as financial managers, since the term treasurer is more old-fashioned, they also supervise and manage the cash flow activities going through a business, implement capital-raising tactics in support of a firm's expansion and deal with acquisitions and mergers. Sometimes, treasurers sit on a board of directors and oversee the work of junior accountants, auditors and budgeters. Their job is to predict and summarize an organization's financial position analyzing income statements, balance sheets, future earning and expenses.

Treasurers combine their accounting knowledge and professional management skills to provide employers with a variety of leadership and decision-making services. As a senior member of the management team, they monitor, interpret and communicate financial results and evaluate corporate performance. Their training as accountants allows them the freedom and ability to take upon a wide variety of roles and to move around different areas of business including sales and marketing, information technology and human resources.

The role of the treasurer is continually changing due to the rapid technological advances in information technology. Computers have significantly reduced the amount of time and work that used to be required of treasurers, therefore they now perform more data analysis and financial problem solving.

Telecommunications Engineer

Description

Telecommunications engineers have made our once vast world into a tiny, communicating global village. The fact that one can surf the Internet, chat with someone in one country and buy a tapestry online from another country, all with the click of a mouse button would have baffled the minds of an average person. Telecommunications engineers are in the process of starting online shopping.

Telecommunications engineers create the connections that allow people to communicate with each other over distances. Terms like "wireless communication" are now becoming commonplace as the world is turning into a high-speed place. Telecommunications engineers both improve already existing communications material and create new functions. The duties and responsibilities of telecommunications engineers often overlap with the electronics and electrical engineering field.

Many telecommunications engineers specialize in a particular area once they become established, including local area networks (LAN), cellular phones, satellite communications, or lasers. Advances in communications have obviously had a dramatic impact on all industries. In recent years, communications or telecommunications instruments such as high-speed Internet modems, laptop computers, personal digital assistants and fiber optics are booming industries and there is room to accommodate many job seekers.

Telecommunications engineers meet with manufacturers, lawyers, scientists and clients and constantly check that design plans are safe and will withstand a number of conditional variables. Safety is one of the most important issues that they must contend with. They create engineering plans on computers that test and predict possible errors and problems with a mechanism and in this, they generate workable solutions. Although most work takes place on the computer, most telecommunications engineers travel to factories or plants to see their work in progress.

Telecommunications engineers use traditional and high-tech tools, such as computer-aided design (CAD) systems to create realistic geometric models of objects which can simulate and analyze the effects and potential problems of designs. CAD models are eliminating the need for hand drawn models. They research and evaluate the most cost-effective solutions to problems while still maintaining recognized standards. They are required to constantly update their skills and knowledge in order to keep up with technological advancements in this quickly changing field.

Tax Economist

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Every good or service exchanged or purchased within the economy is taxable. People pay taxes on everything they buy and earn, as taxes are also taken off our pay cheques in order to pay for schools, hospitals, roads and other government-funded services. Depending on the state of the economy, taxes are bound to go up during a recession, while they often drop in better financial climates. Tax economists study this tax phenomenon analyzing the economic impact of existing or proposed tax laws on revenue and through analysis, provide statistical summaries.

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All descriptions of the career profiles are given for the information of students' about various career options.