

Worksheet 3

Which other jobs do you think Mohammed should do more research into pursuing, based on his experience and skills. Remember, his skills are; working efficiently in a team, excellent at Maths, attention to detail, good administrative skills, customer service skills, collaboration, working to deadlines and problem-solving skills.

Look at the different jobs and discuss:

- Which of these roles should he prioritise researching more about and why?
- Which ones you could see yourself doing and why?

Job role	Rank in order of 'best fit' for Mohammed and why? 1 = Best fit 5 = Not a good fit	Choose one you could most see yourself doing and why?
Actuary Actuaries use financial and statistical theories to assess the likelihood of a particular event occurring and its possible financial costs. On the daily, you'll be analysing statistical data, writing up reports, and presenting your findings to other team members. Key skills Numeracy, statistics, written and verbal communication, creativity, IT skills.		
Recruitment consultant Recruitment consultants work alongside or within various companies to meet their human resource needs, and are responsible for finding the right		



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candidates for various roles. They often meet with clients to assess role requirements, researching and contacting potential candidates for roles, and organising interviews between candidates and employers.

Key skills

Verbal and written communication, organisation, time management, research skills.

Procurement officer

Procurement officers are responsible for providing the best information about where organisations and teams within organisations should make their purchases. They are used to attending conferences and trade shows, meeting with suppliers to determine the best deals, and maintaining order and delivery information.

Key skills

Problem-solving skills, attention to detail, negotiation skills, organised, work to deadlines.

Business development officer

Business development officers are responsible for developing growth strategies in organisations. Their responsibilities include researching business opportunities, meeting existing and potential clients,



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analysing how the company could minimise operating costs.

Key skills

Attention to detail, research and analysis skills, problem-solving, numeracy skills and IT skills.

Product manager

Product managers are responsible for achieving and maintaining the quality of their product. On the daily, you'll be overseeing the creation and life cycle of your product, problem-solving in efficient and agile ways, working on strategies for development and changes to your product, communicating with stake holders, and managing budgets.

Key skills

Numeracy, data analysis, written and verbal communication, organisation, flexibility, problem solver.

