

Samiha Harun quadi

2426557

Employability and Career Development

Assignment 2

Compare job advert

For this task, two job adverts within the field of business administration have been selected. Both roles are entry-level administrative assistant positions, commonly found in corporate environments. Although the companies differ, the job descriptions share several similarities in terms of required skills and knowledge.

The first job advert emphasizes strong organizational skills, effective communication, and proficiency in office software such as Microsoft Office. It also highlights the need for time management and the ability to work under pressure. The second advert similarly requires communication skills, attention to detail, teamwork, and basic IT knowledge. In addition, it mentions problem-solving abilities and a proactive attitude as desirable qualities.

When comparing the two adverts, several key skills appear consistently. These include communication skills, organizational ability, time management, and IT proficiency. Both employers clearly value candidates who can manage tasks efficiently, interact professionally with colleagues and

clients, and use digital tools effectively in a modern workplace.

One particularly important shared skill is communication. Communication is essential in business administration because employees are often responsible for liaising between departments, responding to emails, handling phone calls, and ensuring information is clearly shared. Poor communication can lead to misunderstandings, delays, and reduced productivity, while strong communication helps maintain smooth operations and positive working relationships.

In addition, communication skills support teamwork and customer service, both of which are critical in administrative roles. Employees must be able to listen actively, convey information clearly, and adapt their communication style depending on the situation. This includes both written communication, such as emails and reports, and verbal communication, such as meetings or phone conversations.

Overall, the comparison of these job adverts shows that employers are looking for well-rounded candidates with both technical and interpersonal skills. While qualifications and experience are important, transferable skills like communication and organization play a key role in employability within this profession.

Self-Assessment

To evaluate my readiness for employment and personal development, I have conducted a self-assessment using a SWOT analysis framework, which considers strengths, weaknesses, opportunities, and threats.

One of my key strengths is my communication skills. I am confident in expressing my ideas clearly, both verbally and in writing. This has been demonstrated through class presentations and group work, where I actively contribute and help ensure tasks are completed effectively. Another strength is my organization and time management. I am able to prioritize tasks, meet deadlines, and balance multiple responsibilities, particularly during busy academic periods.

Additionally, I consider myself to be adaptable and willing to learn. I respond well to feedback and use it to improve my performance. For example, after receiving feedback on an assignment, I worked on improving my structure and clarity, which led to better results in later work.

However, there are also areas where I need further development. One of my weaknesses is lack of work

experience in a professional environment. While I have developed skills in school, I have not yet had extensive exposure to a real workplace setting. This means I may need time to adjust to professional expectations. Another area for improvement is confidence in unfamiliar situations, as I can sometimes hesitate when faced with new challenges.

In terms of opportunities, there are many ways I can develop my skills further. For example, I can seek part-time work, volunteering, or internships to gain practical experience. I can also take advantage of online courses to improve my IT and professional skills. These opportunities will help me build confidence and enhance my employability.

A potential threat to my development is competition in the job market, as many candidates may have more experience or qualifications. To overcome this, I will focus on continuously improving my skills and gaining relevant experience wherever possible.

To provide evidence of my readiness for employment, I can draw on several experiences. Academically, I have consistently completed assignments on time and to a good standard, demonstrating reliability and commitment. In group projects, I have taken on responsibilities such as coordinating tasks and ensuring deadlines are met, which reflects my teamwork and leadership abilities.

In addition, my participation in extracurricular activities has helped me develop transferable skills. For example, being involved in school events has improved my communication, organization, and ability to work under pressure. Feedback from teachers has highlighted my positive attitude and willingness to contribute, which are valuable qualities in the workplace.

Overall, my self-assessment shows that I have a strong foundation of skills that are relevant to employment, particularly in communication and organization. While I still need to gain more real-world experience and build confidence, I am actively seeking opportunities to improve. By continuing to develop my strengths and address my weaknesses, I am working towards becoming a well-prepared and employable individual.

Set Employment Goals

Based on the weaknesses identified in my SWOT analysis, I have set both short-term and long-term employment goals to support my career development in business administration.

My short-term goal is to gain practical work experience in an administrative or office-based role within the next 6 to 12

months. This is important because it will help me develop confidence, understand workplace expectations, and apply my existing skills in a real environment. I also aim to improve my IT skills, particularly in Microsoft Office, by completing online training courses within the next six months.

My long-term goal is to secure a stable full-time position in business administration and progress into a higher-level role, such as office manager, within the next 3 to 5 years. This goal aligns with my career aspirations, as I am interested in working in a professional environment where I can contribute to organizational success and continue developing my skills.

To achieve these goals, I have created a personal development plan. First, I will apply for part-time jobs, internships, or volunteering opportunities over the next three months to gain experience. Second, I will complete at least one online course in Microsoft Office within six months to improve my technical skills. Third, I will work on building my confidence by participating more actively in group discussions and taking on new challenges.

The resources I will need include access to online learning platforms, support from teachers or mentors, and job search websites. I will measure my progress by tracking the

number of applications I submit, completing courses, and reflecting on feedback received.

Overall, this development plan provides a clear structure for improving my weaknesses and achieving my career goals.