

# Choosing the Right Job

*Which job is best for me?*

# Managing Director

- ▶ Excellent communication skills  
(Talking and listening)
- ▶ Respects others and earns respect
- ▶ Leadership skills
- ▶ Excellent attendance
- ▶ Good organisational skills
- ▶ Excellent time management
- ▶ Role model

# Managing Director

- ▶ Is the leader of the team
- ▶ Creates team spirit
- ▶ Delegates tasks to other directors
- ▶ Ensures all members stay on track and meet set deadlines
- ▶ Is responsible to shareholders, school, mentor, suppliers, and customers
- ▶ Chairs company meetings
- ▶ Maintains momentum
- ▶ Ensures all team members are involved

# Communications Director

- ▶ Enjoys communicating
- ▶ Organised
- ▶ Has good computer skills
- ▶ Reliable
- ▶ Good time management skills

# Communications Director

- ▶ Is the MD's "right hand man"
- ▶ Records attendance
- ▶ Takes meeting minutes & updates the action plan
- ▶ Types up & emails minutes & action plan
- ▶ Writes letters/emails of thanks
- ▶ Keeps company documents up to date
- ▶ Link person between company, mentor, teacher, coordinator and Young Enterprise Trust