

Values for business administration

Business



The paper "Values for Business Administration" is an outstanding example of an application/admission essay on business. Three values on which I pride myself are my academic qualifications, my communication and interpersonal skills, and my ability to work under pressure. I possess a Master of Business Administration, a Bachelor of Business Administration, and an Associate Degree in Information Systems. I am also able to relate well with different stakeholders and can sustain pressure to achieve set objectives. The values identify with Clariens' need for a competent administrative support staff that can lead a High Net Worth team. My academic qualification guarantees competence for meeting the company's need for administrative support and process management while my communication and interpersonal skills will ensure team leadership and effective horizontal and vertical communication in the organization. My ability to work well under pressure, however, guarantees quality output despite a workload that may arise. My career has experienced gradual growth, with experience from diverse positions that include operations as an administrative operations support, a jumpstart cabinet office program intern, a legal compliance officer/ policy analyst, a technical officer, an accounts manager, human resource and marketing assistant, and administrative assistant. The experience, especially in administration, will help me integrate into the organization's structure with ease because I am familiar with the role. One of the challenges that I have faced in dealing with rebellious team members and I overcame it by integrating and applying charismatic and transformational leadership traits to transform the team members (Lussier, 2011). General administration support for private banking team will be the most interesting part of the role because it will optimize my potential towards the company's efficiency and <https://assignbuster.com/values-for-business-administration/>

profitability objectives and because I am experienced in its scope. Meeting and event participation will, however, be the most challenging because of time constraints but I shall manage my time to ensure participation. My five-year goals are to become a leading corporate administrator, through mentorship and professional training, and to attain a Ph. D. in Business Administration.