

Study on Position Setting and Career Path in Recruitment of Commercial Management

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Abstract. To improve the position setting and career path in recruitment of commercial management, we'd like to keep steps with condition in the American company management. This paper revealed that recruitment in company should focus on the value of career path, while it also depicted that position requirements is able to show importance in commercial management. In the other hand, it is necessary that career path in recruitment of commercial management also valued much.

Keywords: Position; Recruitment; Career Path; Management.

1. Introduction: Position Requirements:

Through an interview on the "O net" website, I am interested in the position of "Management Analyst." This job description is to design systems and procedures through organizational research and evaluation -- work simplification and measurement based on research data to help implement management allocation strategy more effectively. The task and responsibility of the management analyst are to document the results of the study and prepare recommendations for the implementation of new systems, procedures, or organizational changes. Interview personnel and conduct on-site observation to determine the function of the unit, the work performed, and the method, equipment, and personnel used. Analyze the collected data and develop solutions or alternatives. Planning studies work issues and procedures, such as organizational change, communication, information flow, integrated production methods, inventory control, or cost analysis. Consult with relevant personnel to ensure the successful operation of the newly implemented system or program (2019, Onet).

Through a video interview with Yue Yan Yi, Department Manager of the "Sharmoon.EZ" garment factory, I learned that her daily responsibility is to collect and summarize the suggestions and complaints of customers on products. Make a summary in the weekly meeting and put forward solutions to solve the problems of customers to maximize the satisfaction of consumers. She needs to set the inventory quantity of different styles of clothes in each quarter according to the sales quantity and trend of different styles of dresses. It is necessary to pay attention to and study the direction of fashion style change and regularly coordinate the design team and production team to develop and produce the fashion (Yue Yan Yi).

The management analysts of a bank should be responsible for the marketing promotion of banking company business, with the ability to organize and manage the marketing team. Firmly establish the concept of bank operation risk, can effectively control the team's risk (*Kerry E. Adkins*).

2. Knowledge:

In terms of related knowledge. The organizational management knowledge related to master the management principles involved strategic planning, resource allocation, human resource modeling, leadership technique, production methods, and coordination of personnel and resources. The knowledge of systematic vocational training involved daily work of management analysts is inseparable from communication with customers, employees, superiors, and subordinates. Comprehensive command of the English language is a piece of fundamental and necessary knowledge. Knowledge and experience in the principles and processes of customer and personal service are essential - this includes customer needs assessment, service quality compliance, and customer satisfaction assessment. The education and training knowledge is necessary to master the principles

and methods to measure the training effect. Good at the specific psychological observation and analysis of individual differences in intelligence, ability, personality, and interest in human behavior and performance. Learning and motivation are the criteria for most job reviews. Management analyst needs knowledge of HR, Sociology and anthropology, economics and accounting principles, and production and processing for effective manufacturing and distribution (2019, Onet).

Career Paths here, is expected to decide whether to be 'broad or narrow' for its employees in the company (Schuler & Jackson, 1987). In the interview, "Management analysts, a fundamental requirement to master the English language as the business covers overseas orders. The knowledge of economics and accounting is required for the collation and report the data tends. The organizational management knowledge and experience of human resources are essential for training (Yue Yan Yi)." The manager of a bank needs familiar with national economic and financial policies, laws and regulations, rich knowledge of risk identification, analysis, and control of commercial banks, robust risk management ability (Kerry E. Adkins)."

3. Skills:

The skills management analysts need to is listened actively and pay full attention to what others are saying, take the time to understand the main points, and ask questions appropriately. Management analysts need to have critical thinking skills using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or problem-solving methods. Have the skills of writing to communicating effectively in the work-related documents to help better strategic analysis. The skills to solve a complex problem and make decisions choosing the most appropriate potential action. System analysis skill determines how the system should work and how changes in conditions, operations, and the environment will affect the results. The skill of coordination adjusting management about others' actions (2019, Onet).

In the interview, management analysts need to master writing skills to produce strategic reports and analyze market trends more clearly and effectively. Effective communication and coordination skills are the necessary nurturing skills of management analysts—time management and coordination skills, more comprehensive planning of clothing design and production time. The production and delivery cycle of clothing needs to be coordinated and followed up according to the requirements of customers (Yue Yan Yi).

With perfect communication and management skills, lead the team to sell banking products, develop new customers, lead the team to complete performance indicators and maintain and tap existing customers, stabilize and improve the business scale and credit asset quality of existing customers. (Kerry E. Adkins)

4. Ability:

The management analysts need to master oral communication ability to understand the information and ideas expressed through spoken words and sentences. The capacity can realize appropriate management arrangements and programs from exchange oral information and ideas with others. Read and understand the information and opinions presented in written form helps organizations analyze manage strategies, and practices more comprehensively. "Deductive reasoning ability relevant to combine pieces of information to form general rules or conclusions (2019, Onet)." The ability to speak clearly that help others can understand you, and the near vision to see details at close range. The strength of mathematical reasoning to choose the right numerical methods or formulas to solve a problem is essential (2019, Onet).

According to the interview from Yue Yan Yi," management analysts need to have emotional control ability. The company is committed to garment customization, design, production, and online sales. The ability to skillfully communicate with customers, leaders, and other production departments effectively can help enterprises operate more stably. On the other hand, it is a crucial

ability to be sensitive to the problems that may occur in the company's operation, to be aware of the existence of the issues, and to judge the possible causes of the problems (Yue Yan Yi). The manager of a bank needs the strong ability of analysis and induction, excellent professional quality, honesty, and integrity, team spirit. (Kerry E. Adkins)

5. Others:

Most of these careers in management analysts require a master's degree, and some require only a bachelor's degree. Relevant experience these occupations require a wide range of skills, knowledge, and expertise. Many positions of management analysts require more than five years of work experience. Employees need some on-the-job training, but most of these occupations assume that the person already has the required skills, knowledge, work-related experience, and training. These occupations usually involve coordinating, training, supervising, or managing the activities of others to achieve goals. Very advanced communication and organization skills are required (2019, Onet).

It's vital for the rich experience of the organization and the market. Yue Yan Yi, with a bachelor's degree, has worked in "Sharmoon.EZ company" for 12 years. Her major at that time was English and started as a receptionist at "Sharmoon.EZ" company during that time. She has assigned to many different departments during her 12 years of work in the same company. With her proficiency in the responsibilities of various departments of the company, she gradually accumulated flexible coordination ability. She believes that management analysts need to maintain a flexible and active learning attitude to collect, evaluate, and analyze internal and external development trends. The continuous self-study has made her become a vital member of the enterprise (Yue Yan Yi). To be responsible for organizing and implementing the bank's marketing strategy and scheme, cultivating and expanding the high-quality customer base. Be accountable for optimizing the working system, standard and process of banking business lines, and providing business guidance and training to customer managers. (Kerry E. Adkins)

6. Career Path and Your Career Gaps

Most management analysts require a master's degree or a bachelor's degree. These occupations require a wide range of skills, knowledge, and experience. This position requires some on-the-job training, but most of them assume that the person already has the required skills, knowledge, work-related experience, or training. These occupations usually involve coordinating, training, supervising, or managing the activities of others to achieve their goals. Very advanced communication and organization skills are required. The range of specific positions for management analysts is 8, which shows the preparation of management analysts at a higher level — more than five years of relevant work experience required for applying for related occupation. According to skilltran.com, "SVP represents the time it takes to learn technology, acquire information, and develop an average performance for specific staff situations. The skill has added areas to reflect better its view of the various levels of preparation required to complete the profession successfully. "

If I want to get such a position, there are three steps. First, I need to complete my master's degree. Second, I need to have five years of relevant vocational training. This process includes learning to use various resources and data analysis software. Learn about organizational management. The preparation of work experience comes from the accumulation and precipitation of knowledge. Thirdly, I need to continually improve my ability of language communication and organization coordination to facilitate the future deployment of management strategies within the organization.

7. Salary Information

According to "Salary.com," I searched for the salary range is \$94859 to \$137850 for the management analyst profession in Washington, D.C. The management analysts' median annual salary

in Washington is \$117048. Based on my lack of relevant work experience, my estimated salary is \$4681 less than the average wage of this job in Washington, D.C (Salary.com).

8. Positive and Negative Aspects

A company's work is inseparable from the professional strategic analysis. Strong analytical and speculative capabilities enable management analysts to participate in the company's management and business behavior deeply. A management analyst is a planner or even a decision-maker behind an organization. The cumulative analysis of data and information is not an overnight thing but requires your accumulated processing experience. What is challenging is the sensitivity and capture of internal and external business information. In such an information age, the management strategy of an enterprise needs to be continuously adjusted and changed with the development of the times. It has to be said that an enterprise management analyst is a highly paid profession. However, business management analysts are also high-pressure positions. Every plan and suggestion put forward by management analysts may bring different results to the enterprise. This increases some psychological pressure on management analysts. They will worry about their decision harming the organization.

On the other hand, the effectiveness of their communication determines the successful implementation of their management strategies. They need to express and coordinate the implementation of management strategies accurately. Everyone's understanding of ability is different, and flexible communication ability is a huge challenge. In particular, it neglects that the interdependence of the objective and subjective careers has been affected much by inconsistent use of career theory (Arthur, Svetlana & Celeste, 2005).

It is full of challenges to the analysis of clothing style orientation pursued by the people in the clothing market. People's choice of clothing perspective is changing with many factors in society. The analyst's responsibility is to capture the trend of people's selection of clothing accurately and flexibly adjust and urge other departments to cooperate in production (Yue Yan Yi). Management analysts must be able to think creatively to solve the problems of customers. Although the issues of different customers may be similar in some ways, each situation can bring unique challenges to analysts. Management analysts usually have a strict deadline, so they must effectively use their time to complete projects on time (Kerry E. Adkins).

9. Incorporation of Business Strategy into Day to Day Requirements of the Job

In my opinion, management analysts can provide services to others and cooperate with colleagues in a friendly and non-competitive environment. Perfect cooperation and communication enable employees to contribute to the organization with their most powerful ability. The corresponding needs of management analysts are creativity, responsibility, and autonomy. Analysts need to lead or participate in multiple projects by completing and updating project documents. If necessary, adjust the schedule to ensure the efficient completion of daily work (Yue Yan Yi). Timely delivery of project tasks and management of customer supplier relationships to support the organization's positive development (Kerry E. Adkins).

10. Impact on the Bottom Line

Management analysts have an essential impact on the survival and long-term development of an enterprise. Management analysts are committed to collecting data for the enterprise to control inventory and analyze cost expenditures. An outstanding management analyst strives for more profits for the enterprise in cost management. The management analyst also needs to consult with relevant personnel to ensure the successful operation of the newly implemented system or program. The development and growth of an enterprise are inseparable from an excellent management analyst. "The management analyst bears the image of a compass in the enterprise. Through data analysis to generate the development strategy direction of the organization (Yue Yan Yi)." "This is the era of big data;

the long-term development of enterprises cannot do without analysts. Only combining with evidence of clear analytical can promote the enterprises keep pace with the times (*Kerry E. Adkins*).”

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