

# Career Profile: General Manager



If you enjoy being involved in many different aspects of an organisation or project, then set your sights on becoming a General Manager in the construction industry. General Managers within construction companies have a broad scope of duties. This includes planning, organising, directing and reviewing the day to day operations through department managers and ensuring a project meets all relevant regulations and requirements.

## What would my working day look like?

Some of the tasks you may complete are:

- ▶ Overseeing departmental budgets and schedules working with Construction Managers through to Sales Manager
- ▶ Assessing, monitoring and reviewing the performance of the company and its sales and building activities
- ▶ Provide overall direction and management of the organisation
- ▶ Delegate tasks to efficiently achieve companies' goals
- ▶ Prepare reports, budgets and forecasts and report to the board or executive committee
- ▶ Represent the company at awards, events and in the media
- ▶ Hire and train executive staff
- ▶ Use your knowledge and understanding of building regulations, policies and standards and ensure they are adhered to by all staff
- ▶ Provide leadership and guidance to executives and managers within the company to improve profit and market dominance

## I might enjoy this job if:

- ▶ I enjoy taking on leadership and mentoring roles
- ▶ I have an interest in Maths, English, Commerce, Business Studies and enjoy being creative
- ▶ I can see projects through from start to finish
- ▶ I enjoy helping others
- ▶ I enjoy working indoors
- ▶ I handle stress and stressful situations with a level head and can meet deadlines

## Working conditions and hours

You will usually work in an office environment and may be required to travel to other offices within the State or to attend events. Your work will involve using computers and technology such as mobile phones and you will be familiar with using the software used within the organisation. You will generally work full-time (approximately 49 hours per week) and will generally work long hours including work after hours and on weekends.

## How do I become a General Manager?

To become a General Manager, you will require several years' experience in the building industry. Often GM's begin their careers as a tradesperson or paraprofessional and work their way up the ladder adding to their qualifications, some may have a University degree. To get started if you're still at school, you can enrol in the Certificate II in Building and Construction-Trades pathway for a trade or Paraprofessional pathway for business type roles. You will then need to complete a trade qualification as an apprenticeship which can take up to 48 months to complete or a Certificate III or higher in the paraprofessional area you are interested in. You may go on to complete a qualification in Leadership and Management or choose a University pathway in Construction Management or Commerce.

## Future pathways and opportunities

As a General Manager you may work for a small or large organisation and help shape the future of the company and its share hold in the marketplace. This is a top-level position within a company. If you want to upskill or develop a brand for yourself or company, you may like to become a board member of a building association or company.

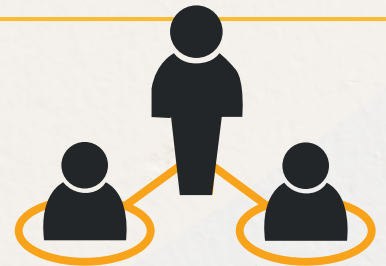
## Average Pay

Unknown

(Source: Job Outlook)

## What skills and personal qualities do I need?

- ▶ A careful, thorough and accurate approach to work
- ▶ Have excellent organisational and time management skills
- ▶ Demonstrates strong leadership skills
- ▶ Be assertive and mature with a high level of communication and negotiation skills
- ▶ Enjoy working with technology and computers
- ▶ Have excellent maths and literacy skills and critical thinking skills to analyse information and solve problems
- ▶ Have excellent active listening skills and can adapt to any situation quickly and positively



## Next Steps

Further information can be found at:

- ▶ Australian Apprenticeship Pathways – [www.aapathways.com.au](http://www.aapathways.com.au)
- ▶ The Good Universities Guide – [www.gooduniversitiesguide.com.au](http://www.gooduniversitiesguide.com.au)
- ▶ Job Outlook – [www.joboutlook.gov.au](http://www.joboutlook.gov.au)



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