

# General and Operations Managers

Ranked

# 7

by count of job opportunities

Percentage

2.66%

of all job opportunities

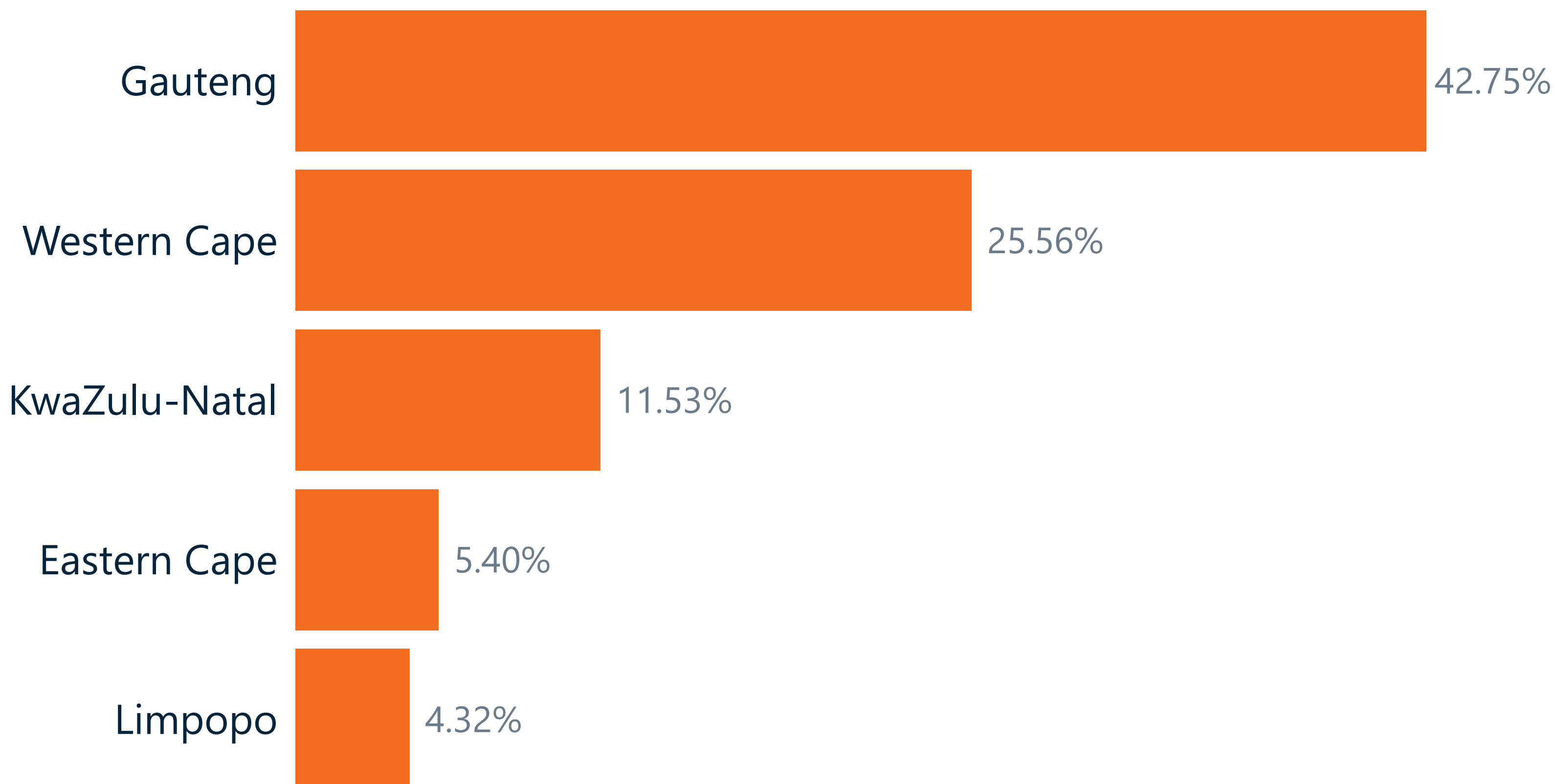
Hard-to-Fill

19.50%

% job opportunities that are "hard-to-fill"

## Top 5 Provinces

by percentage of job opportunities



The content of this JobTrendZA report is licensed under a [Creative Commons Attribution 4.0 International License](#). You are free to copy or adapt the information from this report, as long as you:

- credit the JobTrendZA and Kululeko Consulting as the original source,
- link to the [license](#), and
- indicate where any changes were made to the original.

# General and Operations Managers

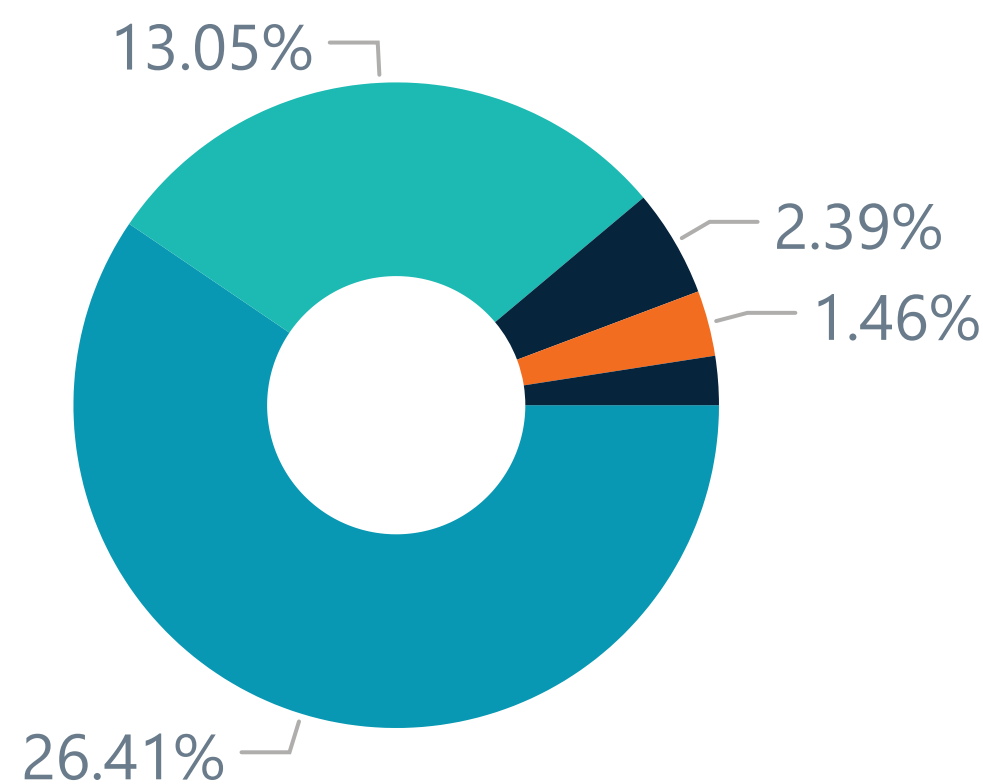
## Top 5 Industries

by percentage of job opportunities

Professional, scientific and technical activities	15.12%
Administrative and support activities	14.57%
Wholesale and retail trade	13.44%
Information and communication	7.61%
Manufacturing	4.60%

## Top 5 Company Types

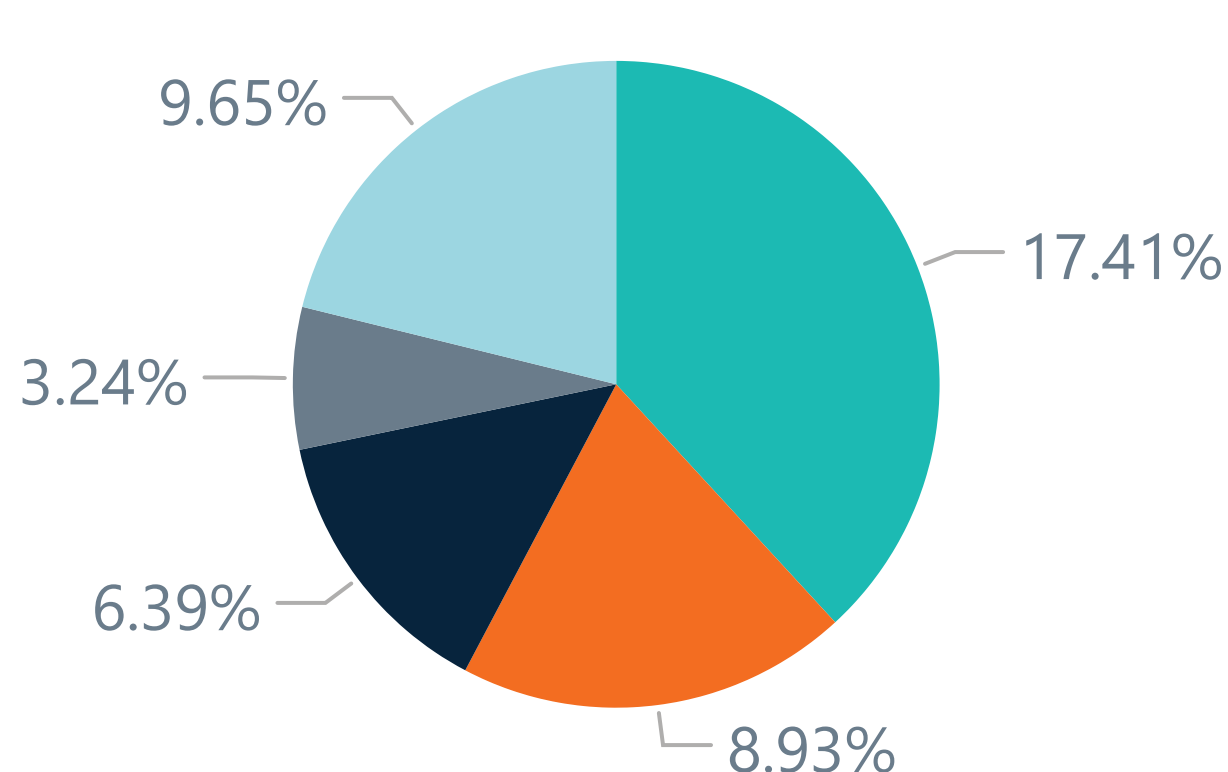
by percentage of job opportunities



- Private company
- Public company
- Corporation
- Sole proprietorship
- Government agency

## Top 5 Company Sizes

by percentage of job opportunities

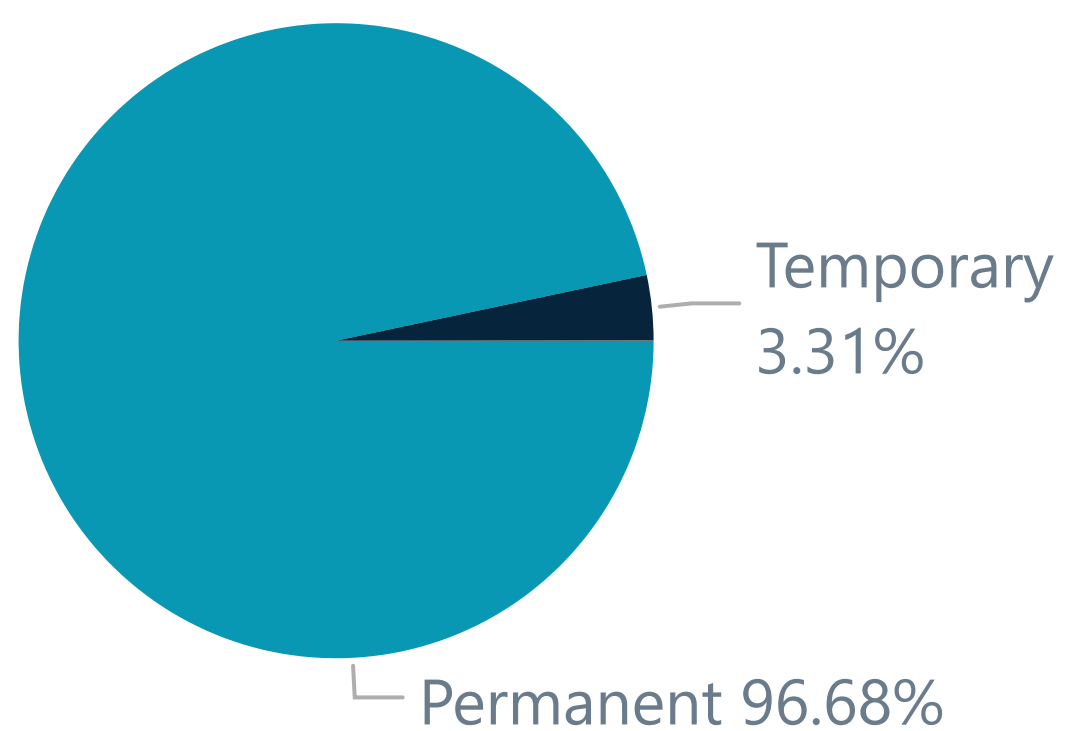


- 1 to 100
- 101 to 500
- 1,001 to 5,000
- 5,001 to 10,000
- 10,001 +

# General and Operations Managers

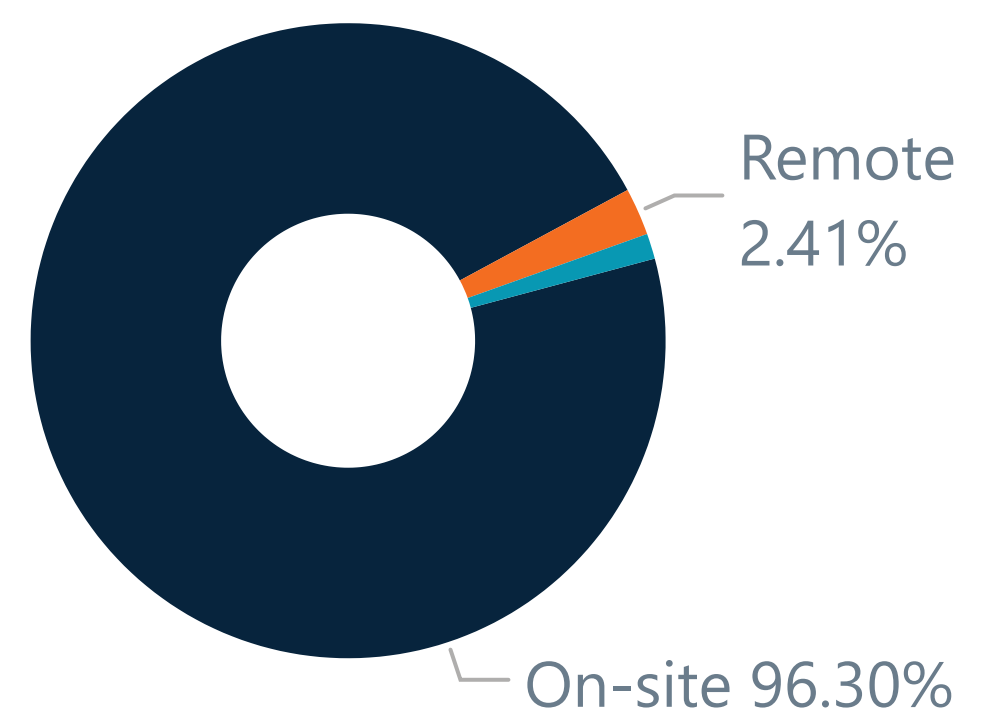
## Employment Type

percentage of job opportunities



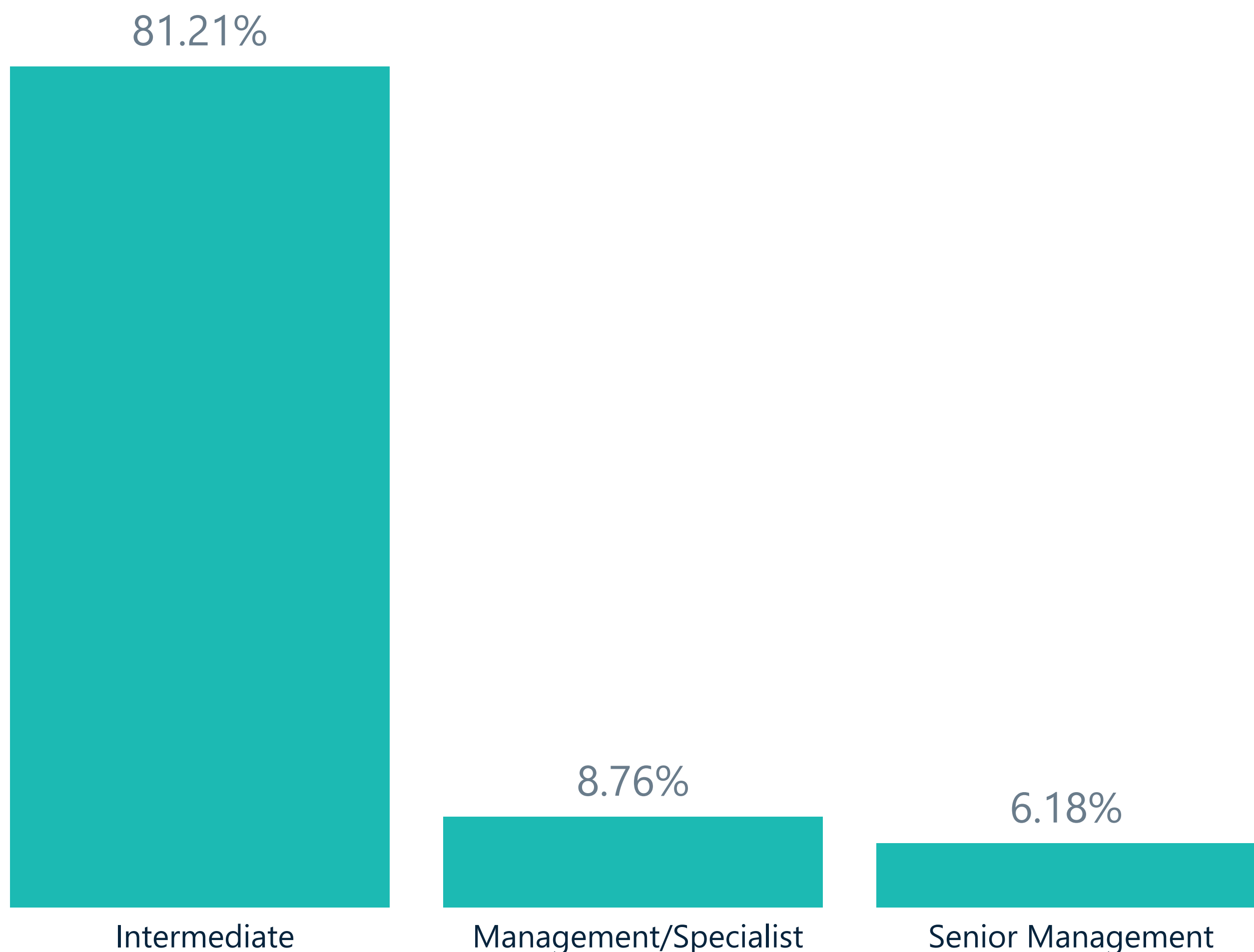
## Employment Flexibility

percentage of job opportunities



## Top 3 Employment Levels

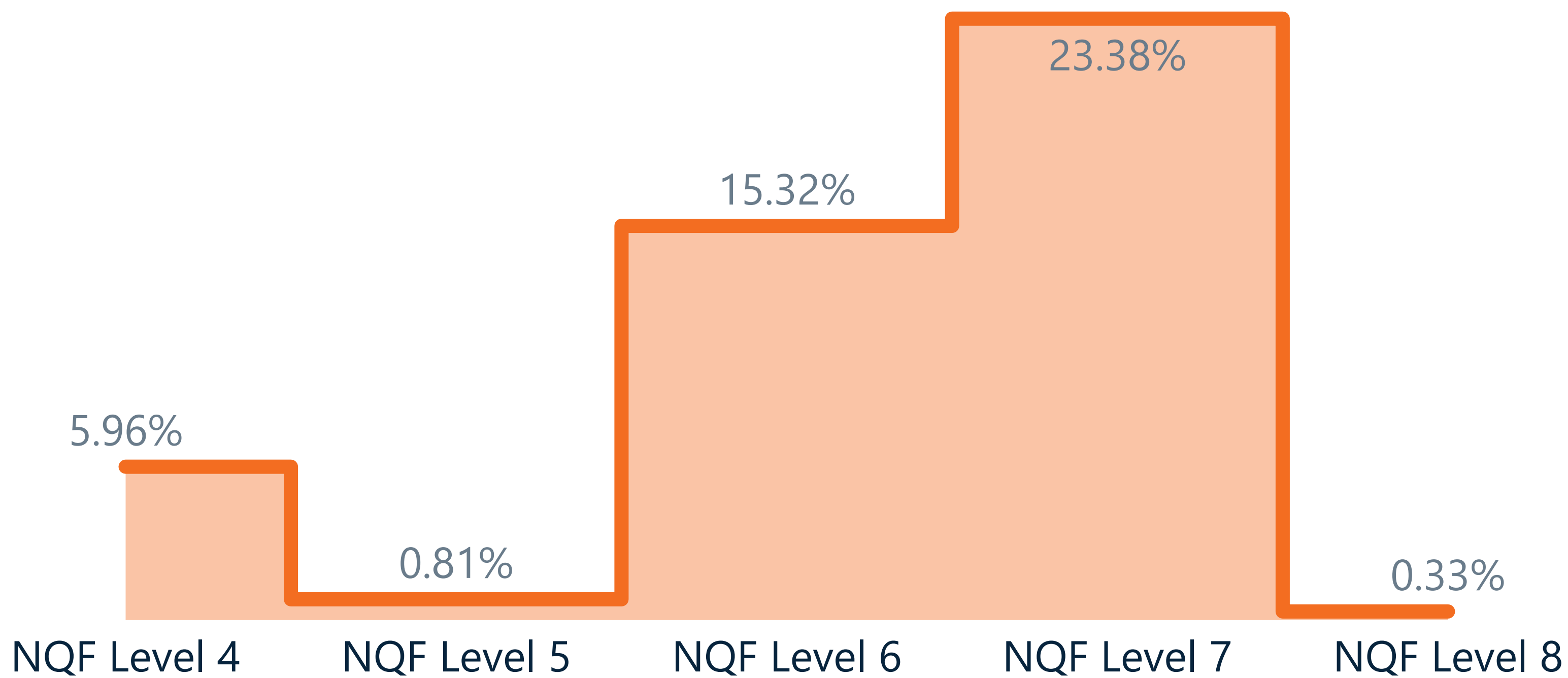
by percentage of job opportunities



# General and Operations Managers

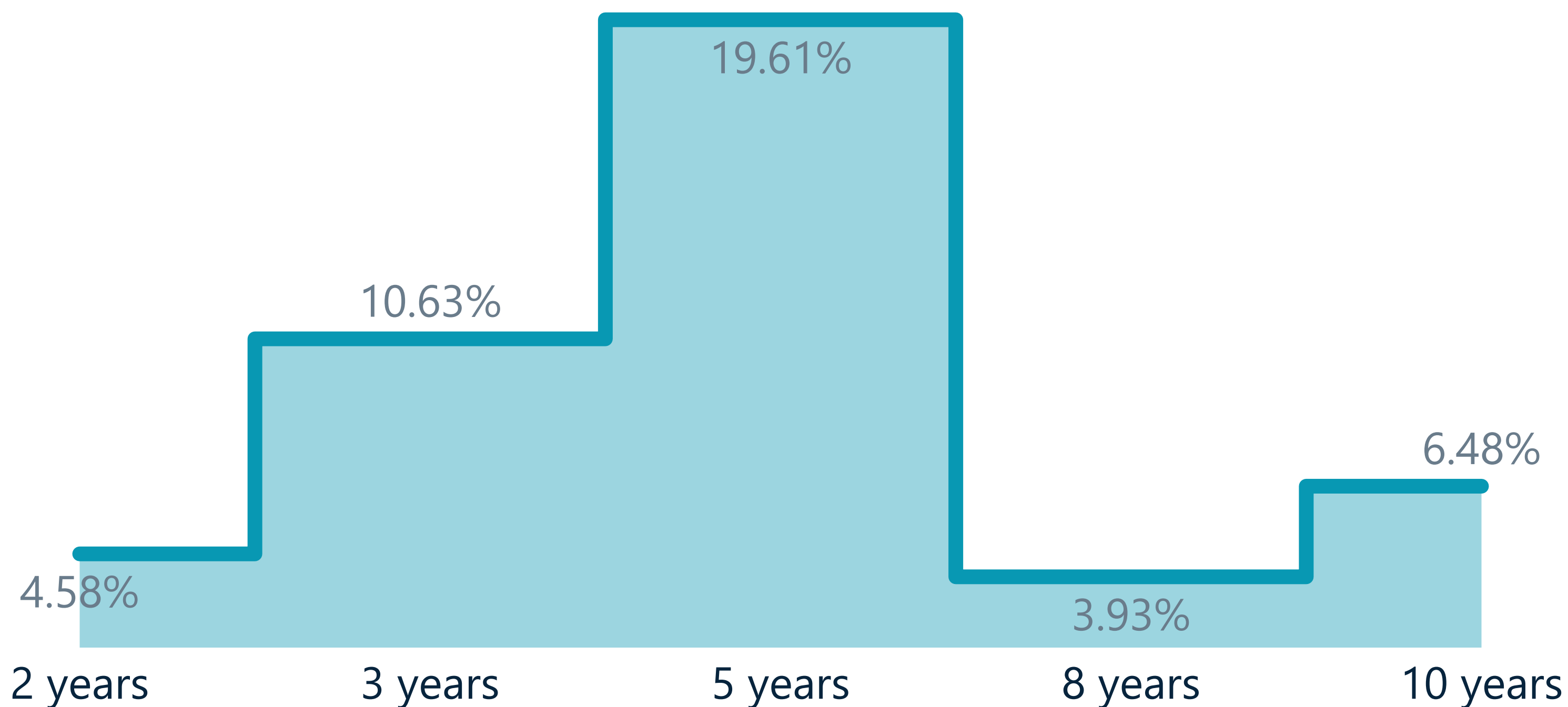
## Top 5 Minimum Qualification Level

by percentage of job opportunities



## Top 5 Minimum Years Experience

by percentage of job opportunities





# General and Operations Managers



## Top 10 Required Skills

<b>Time Management</b>	
Managing one's own time and the time of others.	<b>1</b>
<b>Service Orientation</b>	
Actively looking for ways to help people.	<b>2</b>
<b>Learning Strategies</b>	
Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.	<b>3</b>
<b>Writing</b>	
Communicating effectively in writing as appropriate for the needs of the audience.	<b>4</b>
<b>Systems Analysis</b>	
Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.	<b>5</b>
<b>Complex Problem Solving</b>	
Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.	<b>6</b>
<b>Quality Control Analysis</b>	
Conducting tests and inspections of products, services, or processes to evaluate quality or performance.	<b>7</b>
<b>Negotiation</b>	
Bringing others together and trying to reconcile differences.	<b>8</b>
<b>Operations Monitoring</b>	
Watching gauges, dials, or other indicators to make sure a machine is working properly.	<b>9</b>
<b>Management of Material Resources</b>	
Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.	<b>10</b>



# General and Operations Managers



## Top 5 Required Knowledge

<b>Administration and Management</b>	
Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.	<b>1</b>
<b>Customer and Personal Service</b>	
Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.	<b>2</b>
<b>Sales and Marketing</b>	
Principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.	<b>3</b>
<b>Personnel and Human Resources</b>	
Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.	<b>4</b>
<b>Education and Training</b>	
Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.	<b>5</b>



# General and Operations Managers



## Top 10 Required Technology Skills

<b>Document management software</b>	
Site Manager	1
<b>Spreadsheet software</b>	
Microsoft Excel	2
Google Sheets	10
<b>Internet browser software</b>	
Google	3
<b>Instant messaging software</b>	
WhatsApp	4
<b>Object or component oriented development software</b>	
Python	5
<b>Word processing software</b>	
Microsoft Word	6
<b>Business intelligence and data analysis software</b>	
Tableau	7
<b>Project management software</b>	
Microsoft Project	8
<b>Database user interface and query software</b>	
ServiceNow	9