

Hiring for Competency

The National Network is working to identify and develop tools to enable employers to more deeply understand and operationalize competency-based hiring practices – the most effective way to source, hire and advance talent in today’s workplaces.

To assist employers in this new approach, the National Network commissioned Burning Glass to develop 52 occupational profiles of the most in-demand jobs from across 17 of the National Network’s [member industry associations](#). The resulting profile references specific data points that employers can use to build competency-based job descriptions, helping hiring managers communicate more effectively to job seekers, educational institutions, and training providers about the competencies they need to fill vacant positions.

Read the [Executive Summary](#).

| May 17, 2016

Burning Glass Technologies

Occupation Profiles for Competency-Based Job Descriptions
for National Network of Business and Industry Associations

Opportunities in Key Network Occupations:

A Competency-Based Analysis

This report supports the National Network of Business and Industry Associations work to develop a competency-based model of recruiting talent. This work supports recruitment and training of workers through identification of key skills and certifications demanded nationally.

Purpose of this Analysis:

This analysis will provide an overview of occupations across the National Network to support development of model job descriptions. Through this document, employers and associations will be able to:

- Understand the demand for specific roles
- Identify key competencies required based on broad employer demand
- Identify credential requirements that make jobs more difficult to fill
- Understand locations where roles are more difficult to fill, indicating a shortage of talented workers
- Develop model job descriptions for positions based on competencies required with an understanding of the impact specific skills will have on recruitment

Distinguishing Features:

Burning Glass has used its dataset of online job postings to deliver occupation analyses at a far more detailed and granular level than possible with other sources:

- Job postings data allow us to identify distinct roles based on the particular skills they require, not just broad occupational categories.
- Skill and credential analyses are based specifically on what employers demand in each labor market.

Report Overview

This document will provide a framework for building model job descriptions across a range of occupations. Through an emphasis on skill demand, this document will provide detail to enable employers to shift the focus of hiring from education and experience credentials to skills and competencies as the basis for recruitment.

The report is organized into two sections:

Occupation Profiles

- This tool provides a profile for each of the targeted occupations. Within each profile is overall demand, skill and certification requirements, difficult to fill skills, and education and experience requirements.
- This section also provides example job postings that represent best practices in incorporating competency-based requirements.

Maps

- This section provides geographic information for each of the occupations, through a series of maps presenting views on demand, concentration, and difficulty to fill roles across the country. These maps are available at <https://burning-glass.shinyapps.io/NationalNetwork/>

Data Definitions

National Postings reflect the number of jobs posted on the internet in 2015 across all levels of experience and education.

Bachelor's Attainment (% B.A. +) indicates the percentage of Java developer postings that require at least a Bachelor's degree of any kind or higher from August 2014 – July 2015.

% Entry Level is the percentage of Java developer job postings that request 0 to 2 years' experience in a similar field of work from August 2014 – July 2015.

Education Distribution is the distribution of education requirements across demand for a High School diploma (HS), Associate's degree (AA), Bachelor's degree (BA) or higher (Graduate). **Note:** *occupations that typically ask for no higher than a high school diploma also indicate the proportion of jobs that do not specify education requirements.*

Experience Distribution is the distribution of experience requirements, from less than 2 years through more than 8 years.

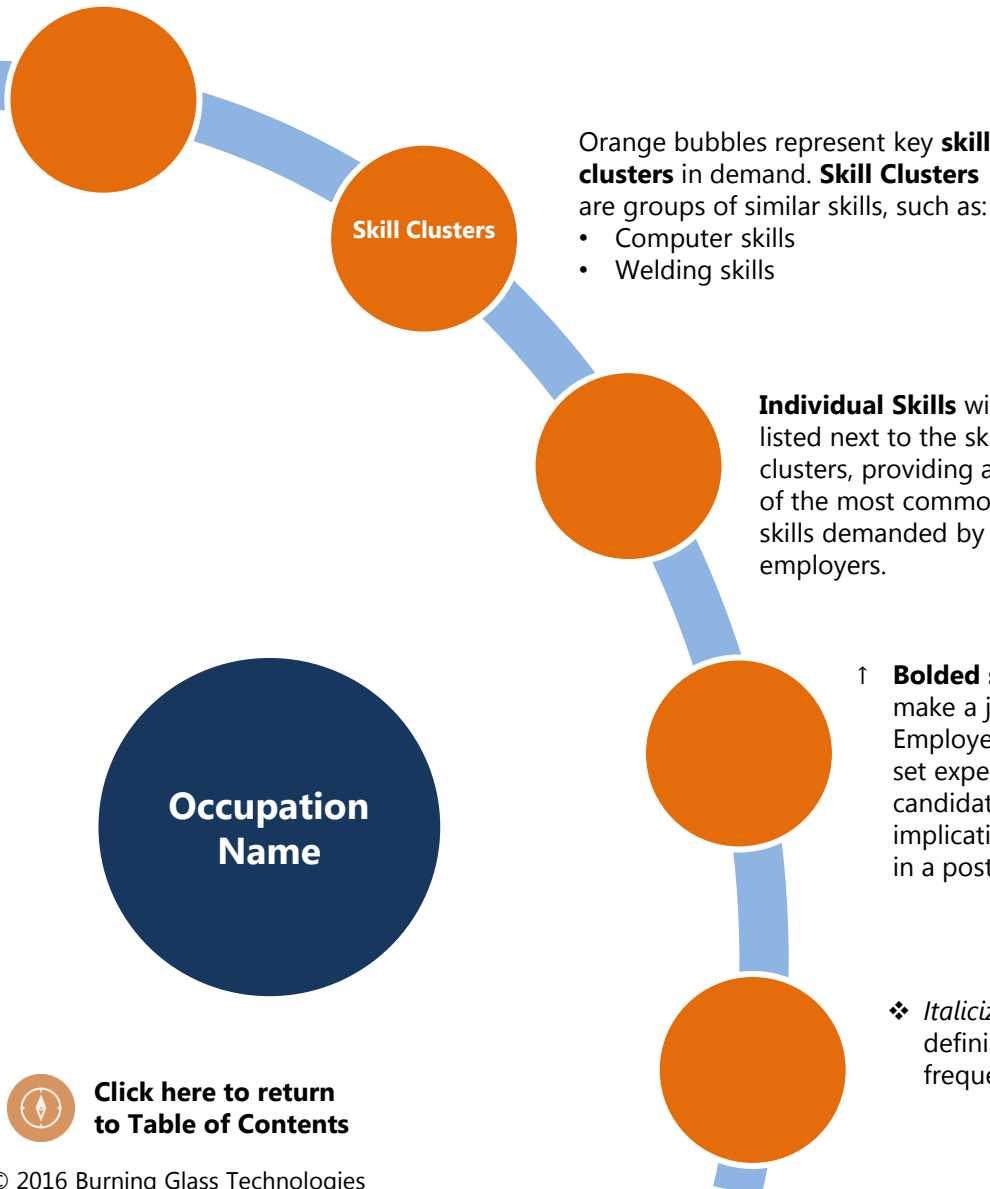
Industry Sector is the two digit industry classification based on the North American Industry Classification System (NAICS).

Top Certificates provides a list of the most in-demand certificates and certifications in job postings.

Posting Duration indicates how long on average job postings stay open and how hard it is for employers to fill these jobs over the last four quarters (October 2014 – September 2015).

Location Quotient calculates the ratio of postings to employment in a given target market compared to the national ratio as a benchmark to reflect a concentration of job posting demand.

Employability Skills are common skills that cross occupations. These are listed in order of demand for the individual occupation.



Skill Clusters

Orange bubbles represent key **skill clusters** in demand. **Skill Clusters** are groups of similar skills, such as:

- Computer skills
- Welding skills

Individual Skills

will be listed next to the skill clusters, providing a glimpse of the most common specific skills demanded by employers.

Bolded skills

represent those that make a job more difficult to fill. Employers can use this information to set expectations for finding a candidate, and to understand the implications of including skill demand in a posting.

Italicized skills

indicate those that are defining to the roles, appearing more frequently than in similar positions.

Occupation Profile

Occupation Name: This area will provide a description of the broad occupation.

The box to the lower right will provide total postings, and broad metrics on the percent of postings calling for a Bachelor's degree, and for less than 2-years' experience.

Common Job Titles: This area will provide common titles used by employers to fill the occupation.

National Postings	% BA	% Entry Level

Posting Counts

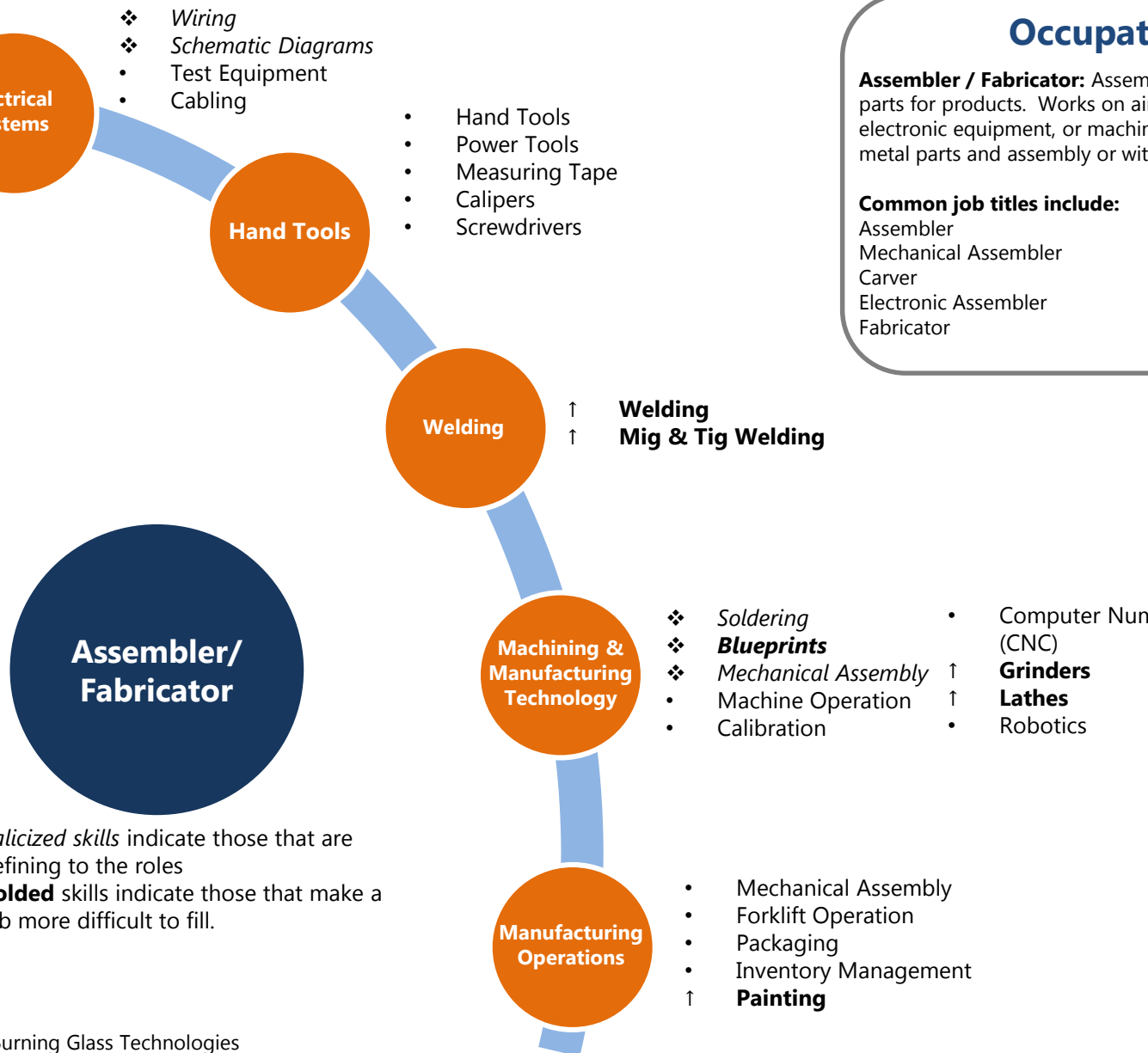
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

This section will provide the most commonly demanded baseline, or employability skills, for the occupation.

- **Aerospace Industries Association**
 - Assembler / Fabricator ([profile](#))
 - Aircraft / A & P Mechanic ([profile](#))
 - Quality Inspector / Technician ([profile](#))
 - Welders/Solderer ([profile](#))
- **American Health Information Management Association (AHIMA)**
 - Clinical Analyst / Clinical Documentation and Improvement Specialist ([profile](#))
 - Health Information Manager / Director ([profile](#))
- **American Land Title Association (ALTA)**
 - Title Examiner / Abstractor ([profile](#))
- **American Public Transportation Association**
 - Transportation Maintenance Worker ([profile](#))
 - Heavy Equipment Mechanic ([profile](#))
 - Diesel Mechanic ([profile](#))
- **American Welding Society**
 - Quality Inspector / Technician ([profile](#))
 - Welder / Solderer ([profile](#))
- **APICS**
 - Logistician/Logistics Analyst ([profile](#))
 - Scheduler / Operations Assistant ([profile](#))
- **ASE/NATEF**
 - Automotive Service Technician/Mechanic ([profile](#))
 - Parts Specialist / Salesperson ([profile](#))
- **Center for Energy Workforce Development (CEWD)**
 - Electrical Substation / Relay Repairer ([profile](#))
 - General / Electrical Engineering Technician ([profile](#))
- **CompTIA**
 - Computer Support Specialist ([profile](#))
 - Cyber / Information Security Engineer / Analyst ([profile](#))
 - Database Administrator ([profile](#))
 - Network/Systems Administrator ([profile](#))
 - Network/Systems Support Specialist ([profile](#))
 - Network Engineer/Architect ([profile](#))
 - Software QA Engineer / Tester ([profile](#))
 - Webmaster/Administrator ([profile](#))
- **Cross Cutting Roles**
 - Data Mining Analyst ([profile](#))
 - Market Research Analyst ([profile](#))
- **Food Marketing Institute**
 - Baker ([profile](#))
 - Cashier ([profile](#))
 - Food Service Team Member ([profile](#))
 - Retail Supervisor ([profile](#))
- **Interstate Renewable Energy Council (IREC)**
 - Energy Analyst/Auditor ([profile](#))
 - Solar Installer ([profile](#))

- **Manufacturing Institute**
 - Assembler / Fabricator ([profile](#))
 - Machinist ([profile](#))
- **National Apartment Association**
 - Maintenance Technician ([profile](#))
 - Leasing Consultant ([profile](#))
- **National Institute for Metalworking Skills (NIMS)**
 - Industrial Mechanic ([profile](#))
 - Machinist ([profile](#))
- **National Restaurant Association**
 - Cook ([profile](#))
 - Restaurant / Food Service Supervisor ([profile](#))
- **National Retail Federation**
 - Business Intelligence Analyst ([profile](#))
 - Retail Sales Associate ([profile](#))
 - Retail Supervisor ([profile](#))
- **Hoosier Hot Jobs**
 - Accountant ([profile](#))
 - General Manager ([profile](#))
 - Industrial Engineer ([profile](#))
 - Mechanical Engineer ([profile](#))
 - Office Manager ([profile](#))
 - Production Supervisor ([profile](#))
 - Sales Manager ([profile](#))
 - Sales Representative ([profile](#))
 - Treasurer / Controller ([profile](#))



Occupation Profile

Assembler / Fabricator: Assembles or builds manufactured products or parts for products. Works on aircraft, electronic parts, electrical and electronic equipment, or machines and engines. Works with structural metal parts and assembly or with fiberglass products.

Common job titles include:

National Postings	% BA	% Entry Level
★★★ 69,035	○ 0%	◐ 45%

Posting Counts

★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

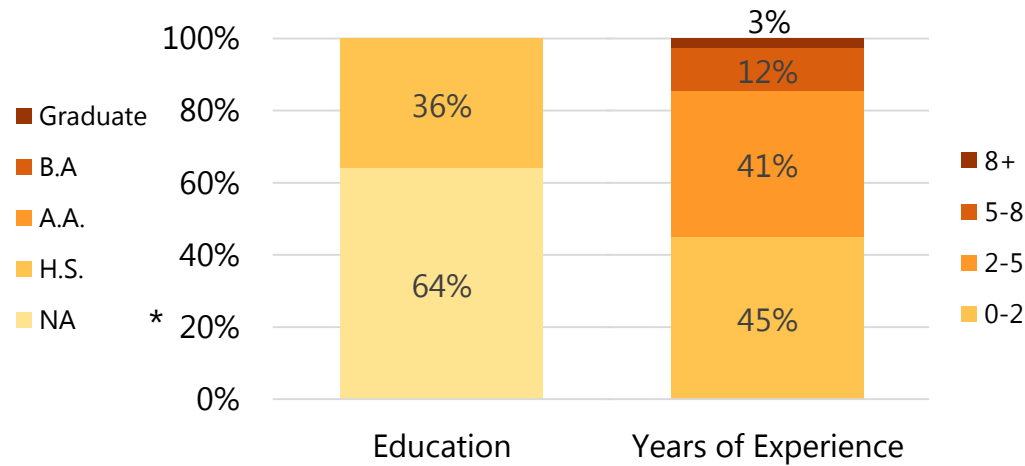
- Employability Skills:**
- Organizational Skills
 - Detail-Oriented
 - English
 - Communication Skills
 - Computer Skills
 - Troubleshooting
 - Writing
 - Quality Assurance and Control
 - Problem Solving
 - Team Work

❖ *Italicized skills* indicate those that are defining to the roles

↑ **Bolded** skills indicate those that make a job more difficult to fill.



Distribution of Requirements



Note: 64% of job postings do not specify any education requirements.

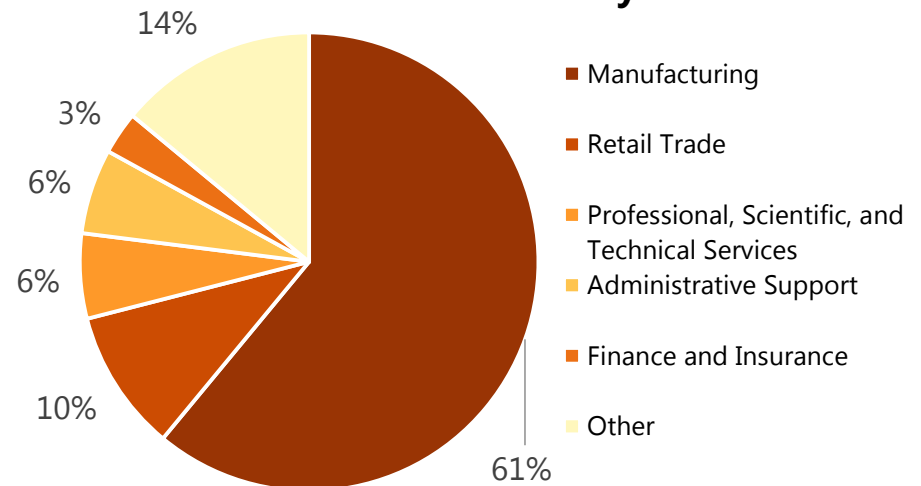
Postings specifying education requirements take **11% longer to fill**.

Top Certificates

Forklift Operator Certification

Soldering Certification (e.g. IPC Certification)

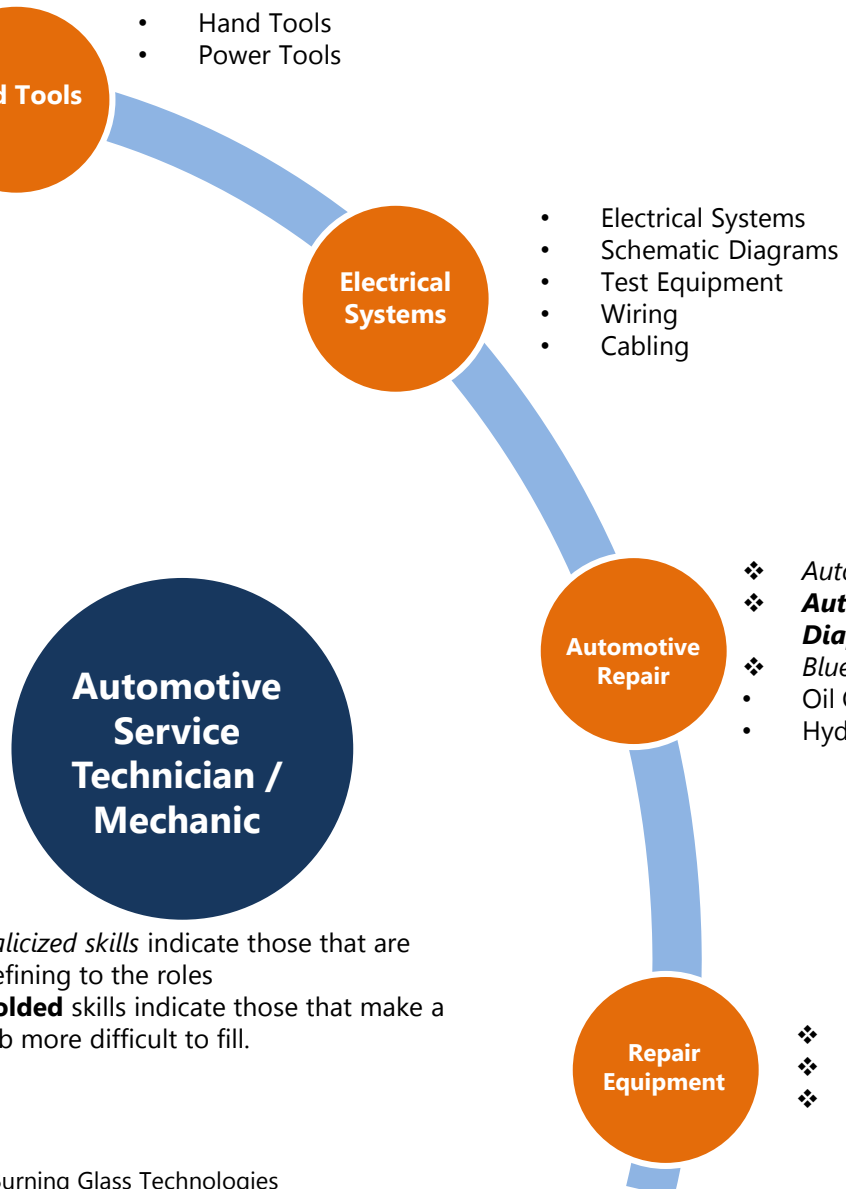
Distribution of Industry Demand



Assembler / Fabricator: Sample Posting

Role Summary/Purpose	Actively participate in a teaming environment that uses lean and 5S practices to improve products and processes
Essential Responsibilities	<ul style="list-style-type: none">• Ability to follow written work instructions, processes and procedures• Performs visual & basic measurement inspection of parts subsequent to assembly steps• Ability to obtain all required certifications of department• Cut, strip, and crimp wire as required• Operate test equipment as required• Ability to work with hazardous materials• Ability to use a wide variety of hand and/or power tools as required• Ability to do weight measuring as required• Ability to read and interpret dimensional measurements as required (calipers, and scales)• Performs functional tests using a variety of equipment to verify accuracy and functionality (i.e. electrical, helium, and leak tests as required)• Ability to cross-train as required• Ability to lift up to 25 pounds
Qualifications/Requirements	<ul style="list-style-type: none">• Actively participate in a teaming environment that uses lean and 5S practices to improve products and processes• High School diploma or GED• Basic computer skills• Basic math skills• Basic ERP skills• Basic written and verbal communications skills
Additional Eligibility Qualifications	EMPLOYER will only employ those who are legally authorized to work in the United States for this opening. Any offer of employment is conditioned upon the successful completion of a background investigation and drug screen.
Desired Characteristics	<ul style="list-style-type: none">• Ability to read and interpret blueprints• Soldering and electronics manufacturing experience• Assembly experience• Braze experience• Dimensional and electrical training





Hand Tools

- Hand Tools
- Power Tools

Electrical Systems

- Electrical Systems
- Schematic Diagrams
- Test Equipment
- Wiring
- Cabling

Automotive Repair

- ❖ *Auto Repair*
- ❖ **Automotive Mechanical Diagnosis**
- ❖ *Blueprints*
- Oil Changes
- Hydraulics

Repair Equipment

- ❖ *Welding*
- ❖ *Machinery*
- ❖ *Forklift Operation*

Occupation Profile

Automotive Service Technician / Mechanic: Repairs and performs maintenance on cars and smaller trucks; may conduct auto inspections.

Common job titles include:

- Maintenance Mechanic
- Automotive Technician
- Mechanic
- Brake and Alignment Technician
- Automotive Service Technician

National Postings	% BA	% Entry Level
★★★★★ 164,204	○ 0%	◐ 30%

Posting Counts

- ★ Below 10,000
- ★★ 10,000-25,000
- ★★★ 25,000-75,000
- ★★★★ 75,000-150,000
- ★★★★★ Above 150,000

- HVAC
- Vehicle Maintenance
- ↑ **Brake Work**
- ↑ **Engine Repair**
- Automotive Service

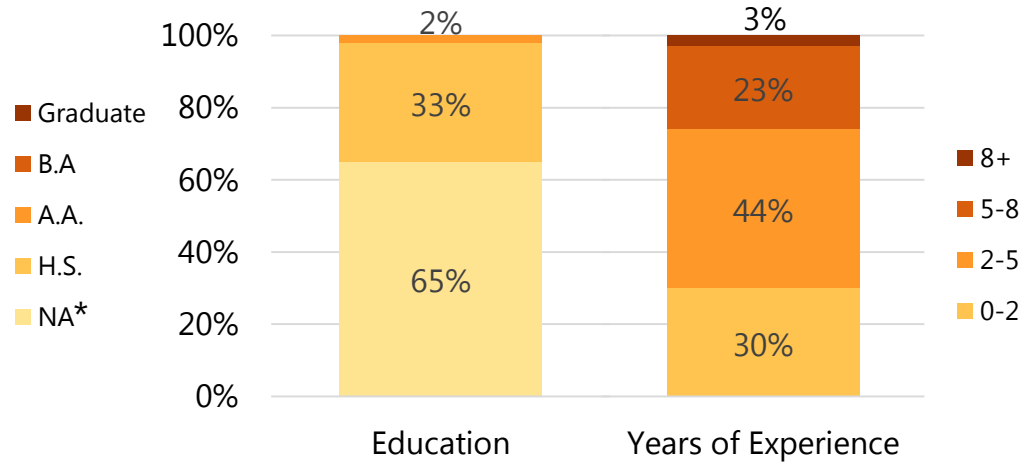
Employability Skills:

- Organizational Skills
- Problem Solving
- Troubleshooting
- Leadership
- Communication Skills
- Writing
- Computer Skills
- English
- Detail-Oriented

❖ *Italicized skills* indicate those that are defining to the roles
 ↑ **Bolded** skills indicate those that make a job more difficult to fill.



Distribution of Requirements



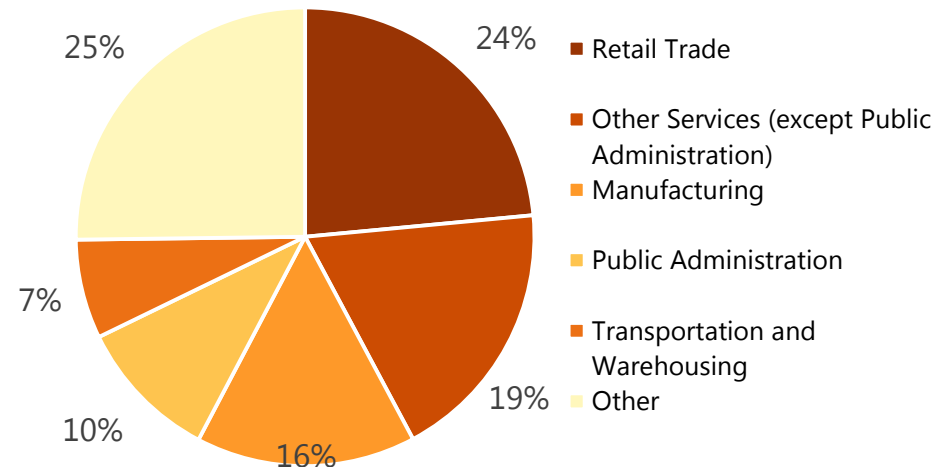
Note: 65% of job postings do not specify any education requirements.

Postings specifying education requirements take **1% longer to fill**.

Top Certificates

Automotive Service Excellence (ASE) Certification.

Distribution of Industry Demand



Automotive Service Technician / Mechanic:

Sample Posting



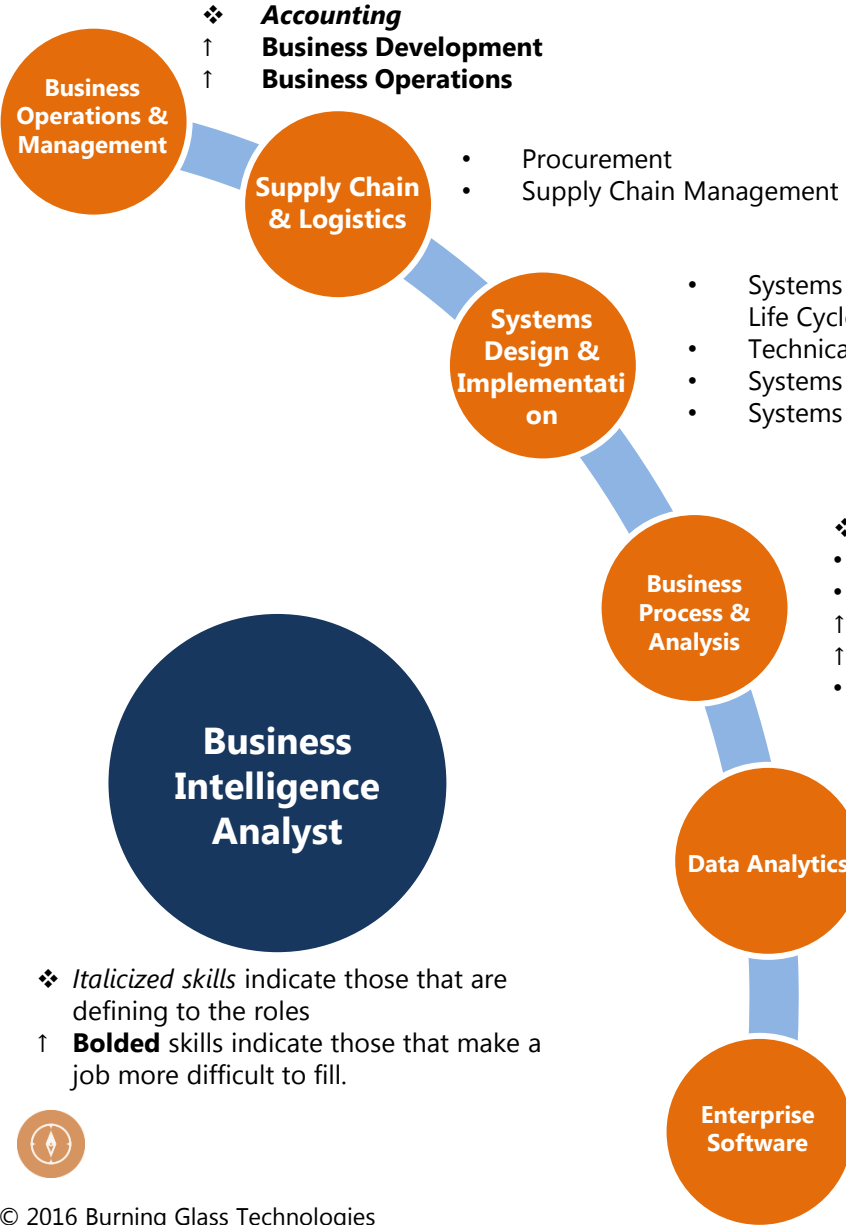
The Service Technician services and repairs vehicles as assigned by management following all established standards and procedures. In addition, he or she may be assigned to conduct pre-delivery service on new vehicles to ensure excellent working order for the customer.

The ideal candidate for this position has a:

- high school diploma or GED,
- some post-secondary automotive training, and
- a minimum of one year of dealer-level or large facility experience.

He or she is certified by the National Institute for Automotive Service Excellence (ASE) or is willing to obtain certification, has an unrestricted driver's license and a clean driving record, and has a strong technical performance record. Fluent English speaking and written communication skills, good time management skills, and professional dress, speech, and behavior are all required for this position.





❖ *Accounting*
 ↑ **Business Development**
 ↑ **Business Operations**

- Procurement
- Supply Chain Management

- Systems Development Life Cycle (SDLC)
- Technical Support
- Systems Analysis
- Systems Integration

- ❖ *Business Intelligence*
- Business Process
 - Business Analysis
- ↑ **Business Solutions**
 ↑ **Process Improvement**
- Business Objects

- SQL
 - Data Analysis
- ↑ **Data Warehousing**
 • Data Management
 ↑ **SAS**

- ❖ *SAP*
 ❖ *Enterprise Resource Planning (ERP)*
 ↑ **Oracle**
- Microsoft Visio
 - Peoplesoft

❖ *Italicized skills* indicate those that are defining to the roles
 ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Business Intelligence Analyst: Collects and analyzes data that provides an accurate picture of business operations and performance for a company. Completes statistical analysis of current and historic business data, identifies trends and develops projections. Presents data analysis that informs planning and strategic decision making for a company.

Common job titles include:
 Business Systems Analyst
 Business Analyst
 Senior Business Systems Analyst
 IT Business Analyst
 Business Intelligence Analyst

National Postings	% BA	% Entry Level
★★★★★ 144,791	🌑 85%	🌒 6%

Posting Counts

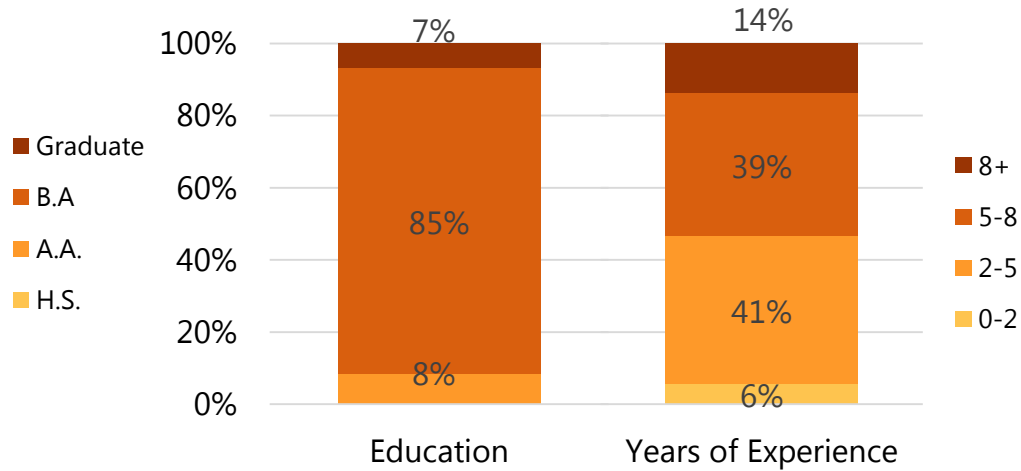
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

- Communication Skills
- Writing
- Organizational Skills
- Problem Solving
- Research
- Planning
- Detail-Oriented
- Troubleshooting
- Quality Assurance and Control
- Analytical Skills



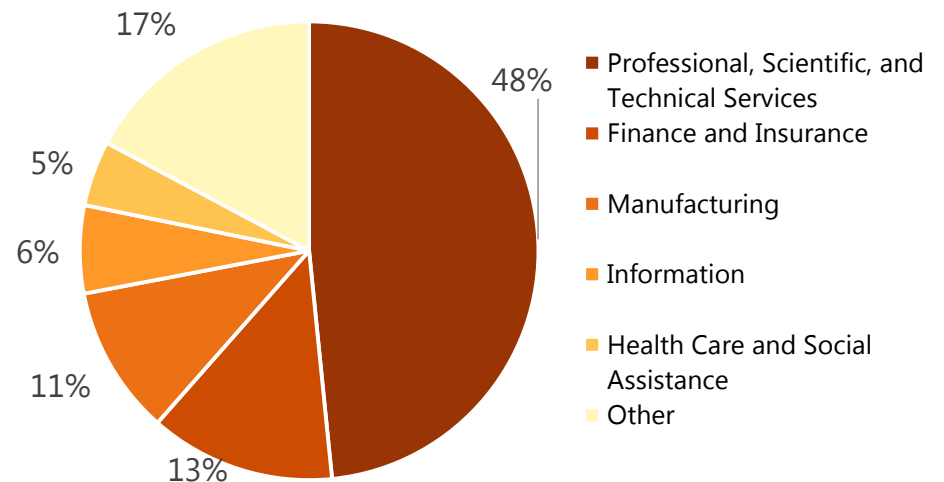
Distribution of Requirements



Top Certificates

Project Management Certification (e.g. PMP)

Distribution of Industry Demand



Role Summary:

The Business Intelligence Analyst role is responsible for design, development, documentation and support of new and existing business intelligence, data integration, and analytic systems.

Essential Duties & Responsibilities include:

- **Business Intelligence.** Designing, documenting, developing, testing and deploying various business intelligence and analytic applications in support of the business and act as subject matter expert for Business Intelligence.
- **Technical Support.** Supporting, troubleshooting and maintaining existing business applications (Cognos BI, SQL Server, SharePoint, SSIS, ETL).
- **Data Integration.** Participating with other teams in integration efforts as new systems are deployed or legacy systems are retrofitted into Buckeye business practices. Design, document, develop and test data integration and ETL processes.
- **Training.** Developing and providing training for new and existing applications.
- And other duties as assigned.

Position Requirements:

- Bachelors or Masters Degree in an Information Technology or related discipline
- 7+ years related experience in appropriate specialty areas including but not limited to: Analysis and Design, Business Intelligence principals, Database Analysis, Application Support, Application Development, and related Data Initiatives
- SQL Server 2008 or later experience is required.
- Cognos experience is strongly desired in any of the following areas Cognos 10 BI, PowerPlay, Report Studio, Metric Studio, Analysis Studio, Workspace Advanced.
- SSIS experience preferred
- Up to 25% domestic travel

Certificates & Licenses:

- Microsoft Certification or Cognos certifications desired
- Other Business Analysis, Intelligence certifications desired

Other Skills, Attributes and Abilities:

This position requires exceptional analytical and technical skills. One must be able to pay particular attention to detail and accuracy, and be able to recognize symptoms, analyze business scenarios, and take appropriate action to define and implement successful business strategies

This position requires excellent communication and interpersonal skills. One must be able to assist users in a pleasant, non-technical manner for problem resolution. One must also be able to engage business users to understand requirements, recommend solutions, and provide technical guidance.

This position requires strong sense of ownership and ability to drive initiatives through to completion in the face of challenges.



Computer Support Specialist

General Networking

- Microsoft Exchange
- System/Network Configuration
- Transmission Control Protocol / Internet Protocol (TCP / IP)
- Virtual Private Networking (VPN)

Operating Systems

- ↑ **LINUX**
- Microsoft Operating Systems
- Novell Netware
- UNIX

Tech Support

- ❖ *Software Installation*
- ❖ *Technical Support*
- ❖ *IT Support*
- ❖ *Consumer Electronics*
- ↑ **Application Support**
- Computer Hardware/Software Knowledge
- Computer Installation and Setup
- Computer Repair
- Hard Drives
- Help Desk Support
- ↑ **Mainframe**
- ↑ **Modems**
- PC Support
- Telephone Technical Support
- Troubleshooting Technical Issues
- ↑ **Workstations**

❖ *Italicized skills* indicate those that are defining to the roles

↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Computer Support Specialist: Provides technical support to computer users, either as a part of an organization's information technology department, or to individual users in person or via telephone or other communication. Helps to maintain computer networks and fix problems as they arise, or helps clients diagnose and solve computer problems.

Common job titles include:

- Support Specialist
- Geek Squad Agent
- Desktop Support
- Help Desk Analyst
- Technical Support Engineer

National Postings	% BA	% Entry Level
★★★★★ 175,328	☾ 45%	☾ 27%

Posting Counts

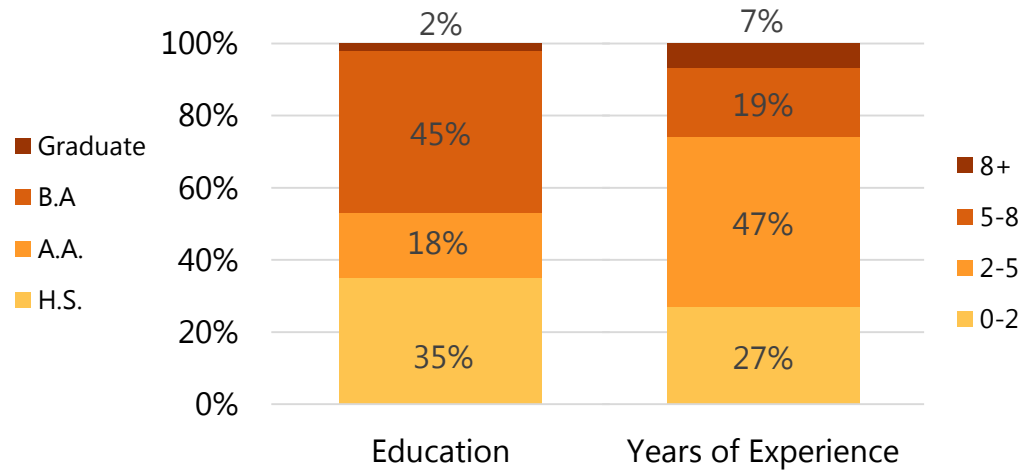
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

- Troubleshooting
- Communication Skills
- Problem Solving
- Writing
- Organizational Skills
- Research
- Detail-Oriented
- Multi-Tasking
- Planning
- Computer Skills



Distribution of Requirements



Top Certificates

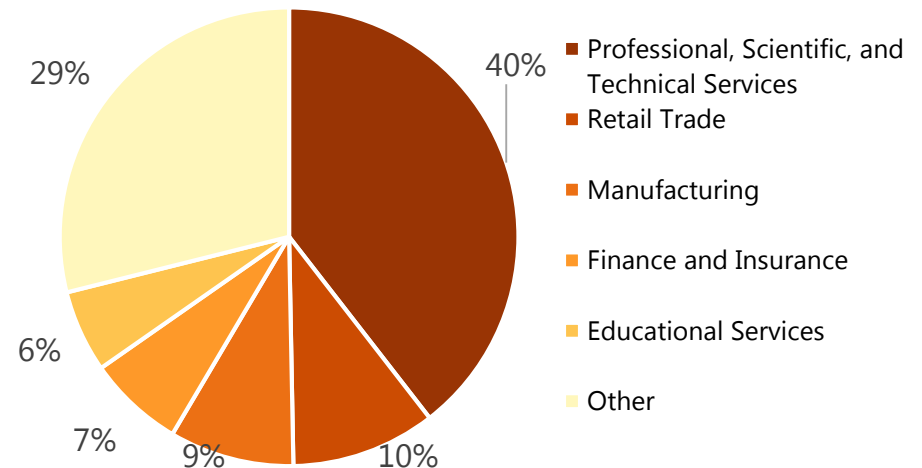
Certified A+ Technician

Network+ Certified

Microsoft Certified Professional (MCP)

Microsoft Certified Systems Engineer (MCSE)

Distribution of Industry Demand



Role Responsibilities:

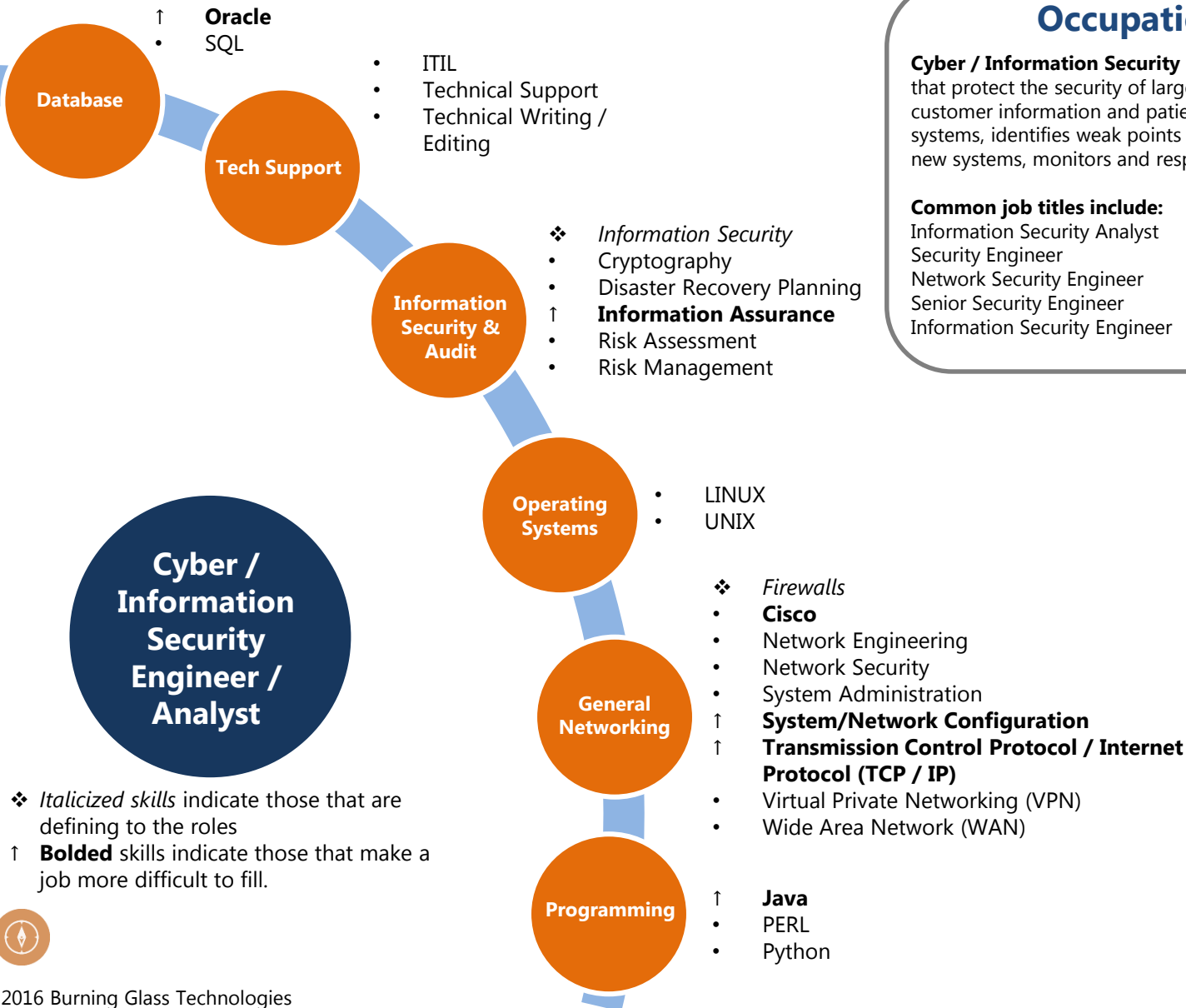
- Supports, installs, and maintains personal computers, operating systems, software, and related IT peripherals
- Installs and supports software components for users
- Performs preventive maintenance, test and repair of equipment
- Evaluates system configuration and software to ensure effective use of hardware resources- Addresses and resolves software and customer issues
- Engages users to determine their potential future business requirements
- Provides positive customer experience with each customer interaction

Requirements

- 2+ years of relevant experience or equivalent combination of education and work experience
- High school diploma or equivalent required
- Strong knowledge of computers and computer software, with emphasis on software applications (IE: Office productivity applications email clients, Citrix clients and various other applications)
- Ability to effectively prioritize and execute tasks in a high-pressure environment
- Ability to absorb and retain information quickly
- Desire to learn and progress
- Exceptional customer service orientation



Cyber / Information Security Engineer / Analyst



❖ *Italicized skills* indicate those that are defining to the roles
 ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Cyber / Information Security Engineer / Analyst: Designs systems that protect the security of large databases, including databases with customer information and patient files. Examines client computer systems, identifies weak points in security, develops and implements new systems, monitors and responds to security issues.

Common job titles include:

- Information Security Analyst
- Security Engineer
- Network Security Engineer
- Senior Security Engineer
- Information Security Engineer

National Postings	% BA	% Entry Level
★★★★★ 130,628	🌑 78%	🕒 6%

Posting Counts

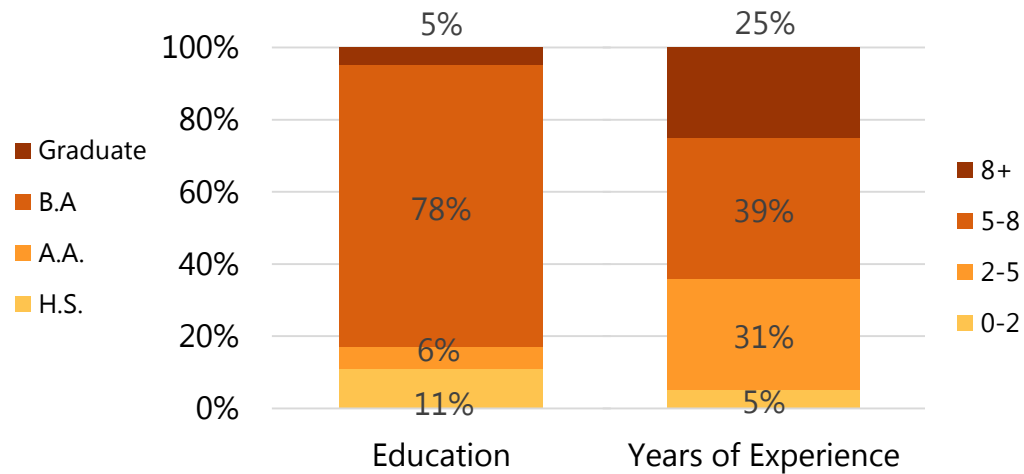
- ★ Below 10,000
- ★★ 10,000-25,000
- ★★★ 25,000-75,000
- ★★★★ 75,000-150,000
- ★★★★★ Above 150,000

Employability Skills:

- Communication Skills
- Organizational Skills
- Writing
- Problem Solving
- Planning
- Troubleshooting
- Research
- Detail-Oriented
- Presentation Skills
- Building Effective Relationships



Distribution of Requirements



Top Certificates

Certified Information Systems Security Professional (CISSP)

Certified Information Systems Auditor (CISA)

Certified Information Security Manager (CISM)

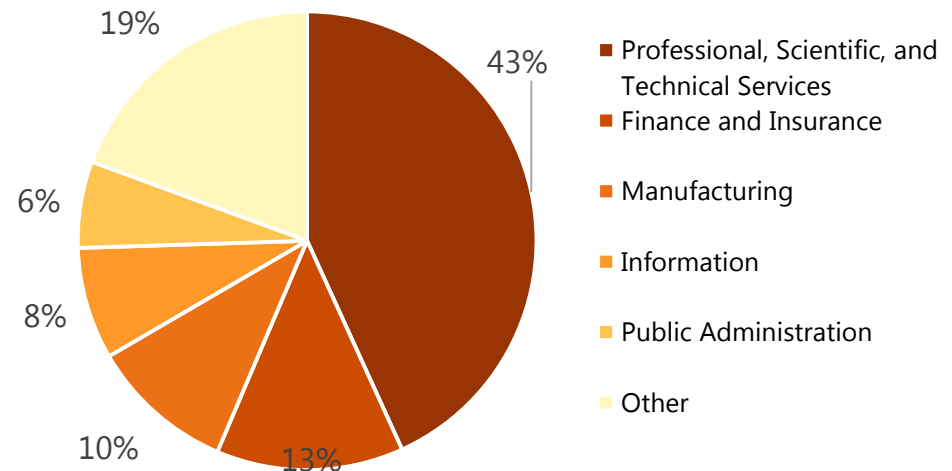
Cisco Certified Network Associate (CCNA)

GIAC Certified Network Associate

Security+

Cisco Certified Network Professional (CCNP)

Distribution of Industry Demand



Cyber / Information Security Engineer / Analyst: Sample Posting



Description:

COMPANY has an exciting opportunity for an experienced cyber security professional to become part of our Cyber Security team supporting a critical Navy Programs at our Washington Navy Yard location.

JOB SUMMARY.

The person filling this role will be responsible for maintaining computer and information security accreditations to include incident, damage and threat assessment activities.

PRIMARY RESPONSIBILITIES

- Investigating computer and information security incidents to determine extent of compromise to information and automated information systems, network assessments, researching and maintaining proficiency in tools, techniques, countermeasures, and trends in computer network vulnerabilities, data hiding and network security and encryption.
- Designing, developing or recommending integrated system solutions ensuring proprietary/confidential data and systems are protected, participating with our customer to ensure that the customer systems are compliant with all DoD security policies and regulations.
- Configuring and validating secure systems, and should be familiar with testing security products/systems to detect computer and information security weakness. The successful candidate will have excellent written and verbal communication skills and enjoy working in a collaborative environment with internal team members across multiple areas as well as client team members.

Qualifications:

- Bachelor's degree and 8 years of prior relevant experience or Masters with 6 years of prior relevant experience. May possess a Doctorate in technical domain.
- Active TS/SCI clearance



Business Process & Analysis

- Business Analysis
- Business Intelligence
- ↑ **Business Objects**
- Business Process

Data Analytics

- ❖ *Data Analysis*
- ❖ *R*
- ❖ **SAS**
- ❖ *Machine Learning*
- Data Mining
- Data Modeling
- Predictive Models
- Statistics

Database

- ❖ *SQL*
- ↑ **Apache Hadoop**
- Big Data
- Data Architecture
- Data Management
- Data Warehousing
- Extraction Transformation and Loading (ETL)
- Microsoft Access
- Oracle
- Relational Databases
- SQL Server

Programming

- ↑ **Java**
- PERL

Data Mining Analyst

- ❖ *Italicized skills* indicate those that are defining to the roles
- ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Data Mining Analyst: Develops computer programs to analyze large customer information databases for companies and organizations. Analyzes data to identify patterns and provide information relevant to a particular business, industry or field; analysis may be used for marketing, or to detect fraud in financial transactions, or for research. Develops computer programs to protect confidential customer information.

Common job titles include:

- Data Analyst
- Senior Data Analyst
- Data Modeler
- Data Scientist
- Business Data Analyst

National Postings	% BA	% Entry Level
★★★ 73,200	🕒 88%	🕒 9%

Posting Counts

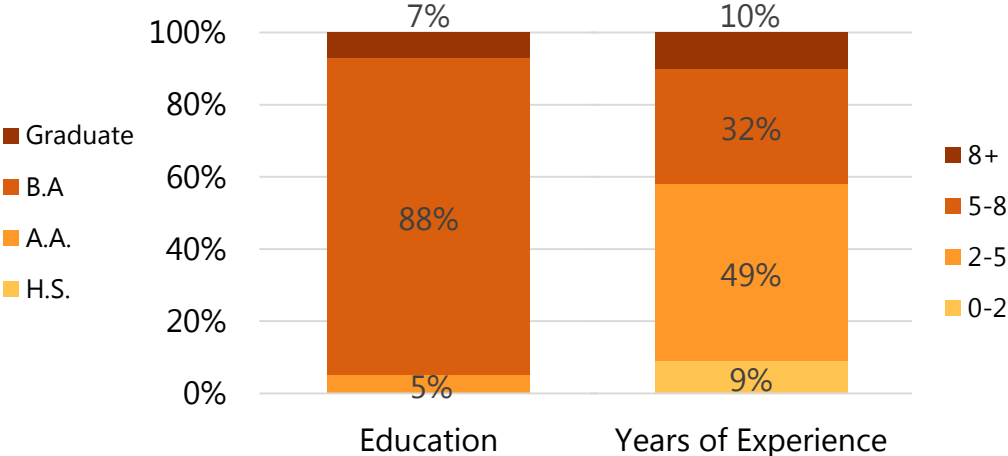
- ★ Below 10,000
- ★★ 10,000-25,000
- ★★★ 25,000-75,000
- ★★★★ 75,000-150,000
- ★★★★★ Above 150,000

Employability Skills:

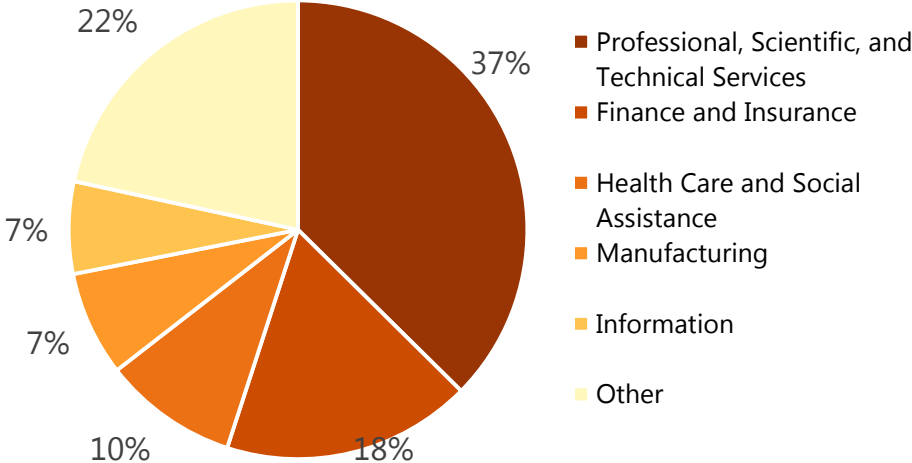
- Communication Skills
- Writing
- Research
- Organizational Skills
- Problem Solving
- Detail-Oriented
- Quality Assurance and Control
- Analytical Skills
- Planning
- Presentation Skills



Distribution of Requirements



Distribution of Industry Demand



SPECIFIC RESPONSIBILITIES:

- Ability to pull data for internal and external customers using SQL and similar tools
- Perform data analysis for businesses and design and develop critical ad hoc reports.
- Develop report prototypes to shorten the development cycle.
- Ability to make create and maintain ETL workflows.
- Perform preliminary data analysis for businesses cases and study metrics leading to product improvements
- Gather reporting requirements for change requests and ad hoc reports.
- Work directly with end-users to identify, investigate, and resolve technical issues.
- Assist in development and implementation of measurement systems.
- Utilize specified software to analyze and interpret research data, as appropriate to the individual position.
- Perform structured quality assurance testing including the development of a test plan and scripts.
- Ensure appropriate project documentation is produced.

QUALIFICATIONS

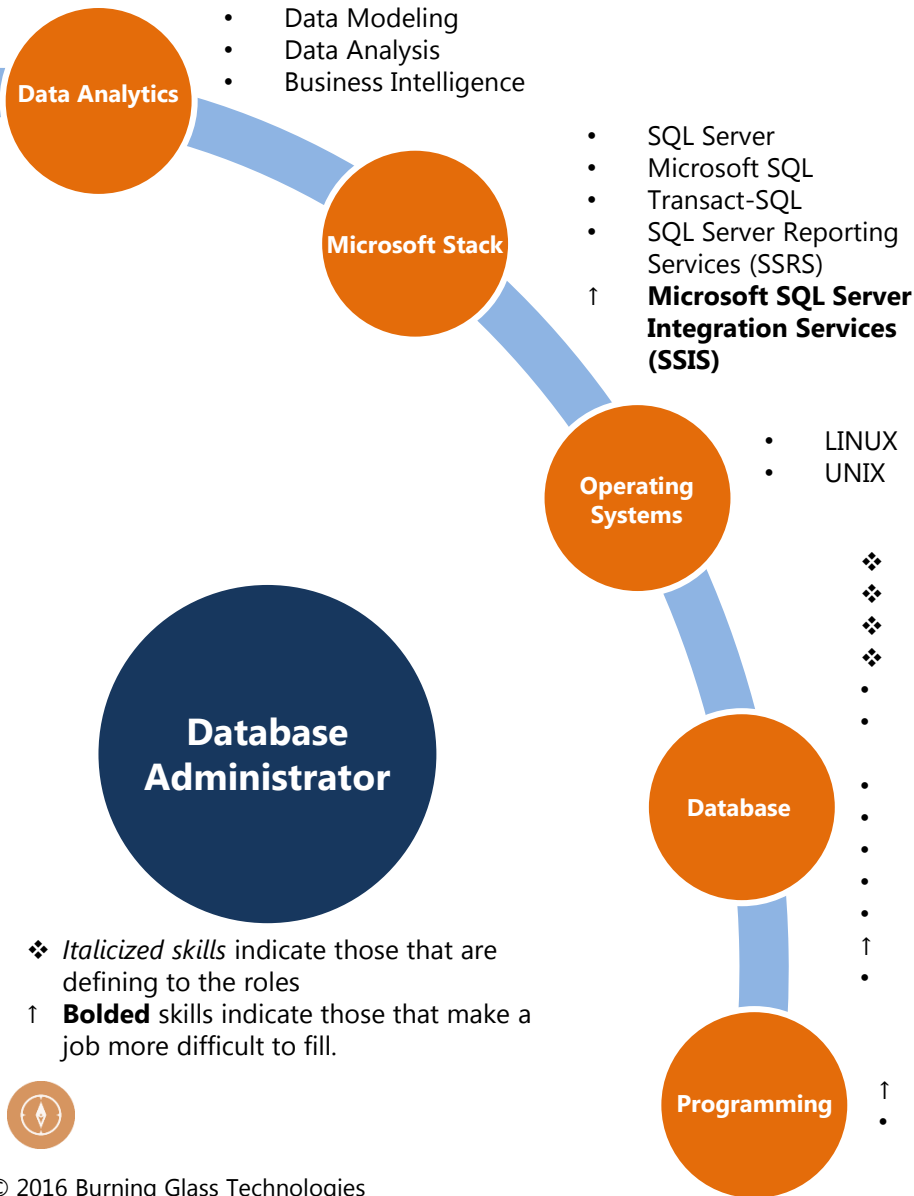
REQUIRED QUALIFICATIONS:

- 1 year experience with SQL and accessing database structures.
- 1 year experience with No/SQL solutions (Mongo or Hadoop)
- Expertise with MS Office (MS Access, MS Word, MS Excel)
- Demonstrated experience developing and implementing support procedures.
- Preferred: Strong understanding of Databases, websites and SQL/NoSQL

EDUCATION REQUIRED:

- Bachelors degree or 2 years work experience





❖ *Italicized skills* indicate those that are defining to the roles
 ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Database Administrator: Uses software to store and organize data, such as an organization's records or financial information. Ensures that users can easily access the information they need and that data are protected from unauthorized access.

Common job titles include:
 Database Administrator
 ORACLE Database Administrator
 SQL Database Administrator
 SQL Developer
 ETL Developer

National Postings	% BA	% Entry Level
★★★★★ 172,599	🌑 78%	🌒 8%

Posting Counts

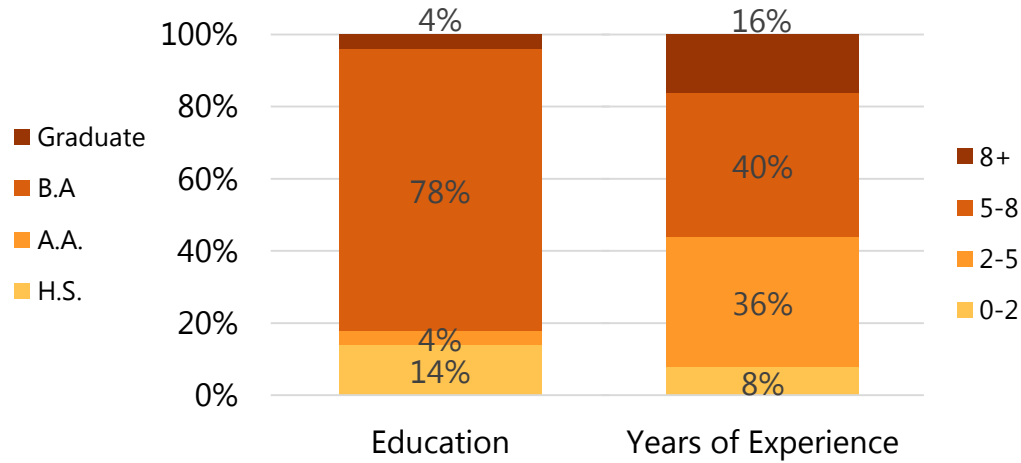
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

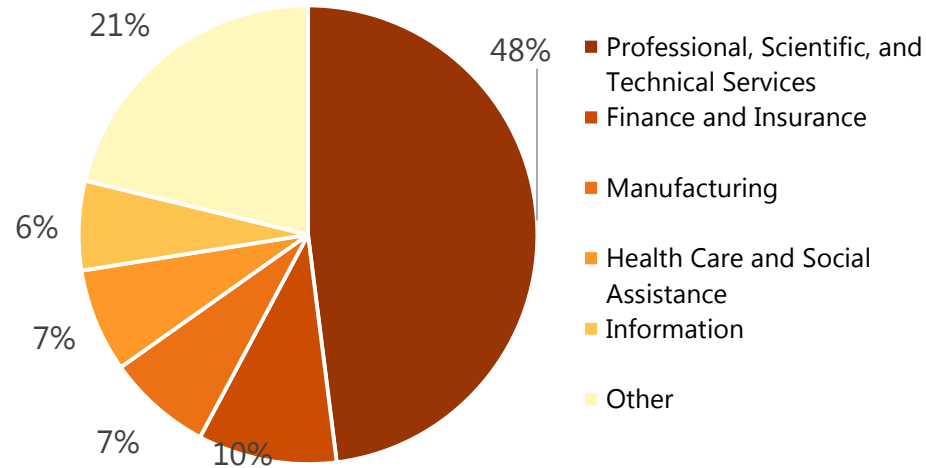
- Communication Skills
- Troubleshooting
- Writing
- Problem Solving
- Planning
- Organizational Skills
- Research
- Quality Assurance and Control
- Detail-Oriented
- Multi-Tasking



Distribution of Requirements



Distribution of Industry Demand



EMPLOYER DESCRIPTION

At EMPLOYER, we're building a great company that is laser focused on three core values:

- Ensure Customer Success Obsessive and unwavering commitment to making customers successful.
- Focus On Results Relentless focus on delivering results through innovation and a bias for action.
- Strive For Excellence Commitment to a collaborative environment infused with professionalism, integrity, passion, and accountability. The Database Administrator will be a key team member in Engineering with extensive experience in multiple database environments and versions. This role will share responsibility with the operation team for ensuring uptime, security and performance of all database servers from production to test environments and contribute as mentor and database expert within the Development team

Responsibilities

- Design, install, maintain, document and upgrade databases within Coupa cloud infrastructure
- Implement database changes as part of software and infrastructure releases
- Monitor and analyze databases to achieve optimum performance and high availability
- Conduct server and query performance analysis and capacity planning, providing guidance for application performance tunings
- Automation of administrative tasks in accordance with operational best practices
- Complies with security policies and procedures, to ensure that the highest level of system and data confidentiality is maintained
- Identify and evaluate industry trends in database systems and technologies
- Train NOC and other operation support staff and act as L3 on-call support for database issues
- Mentor development team on database best practices
- Work in an agile environment where quick iterations and good feedback are a way of life
- A good team player, works, and communicates well with others

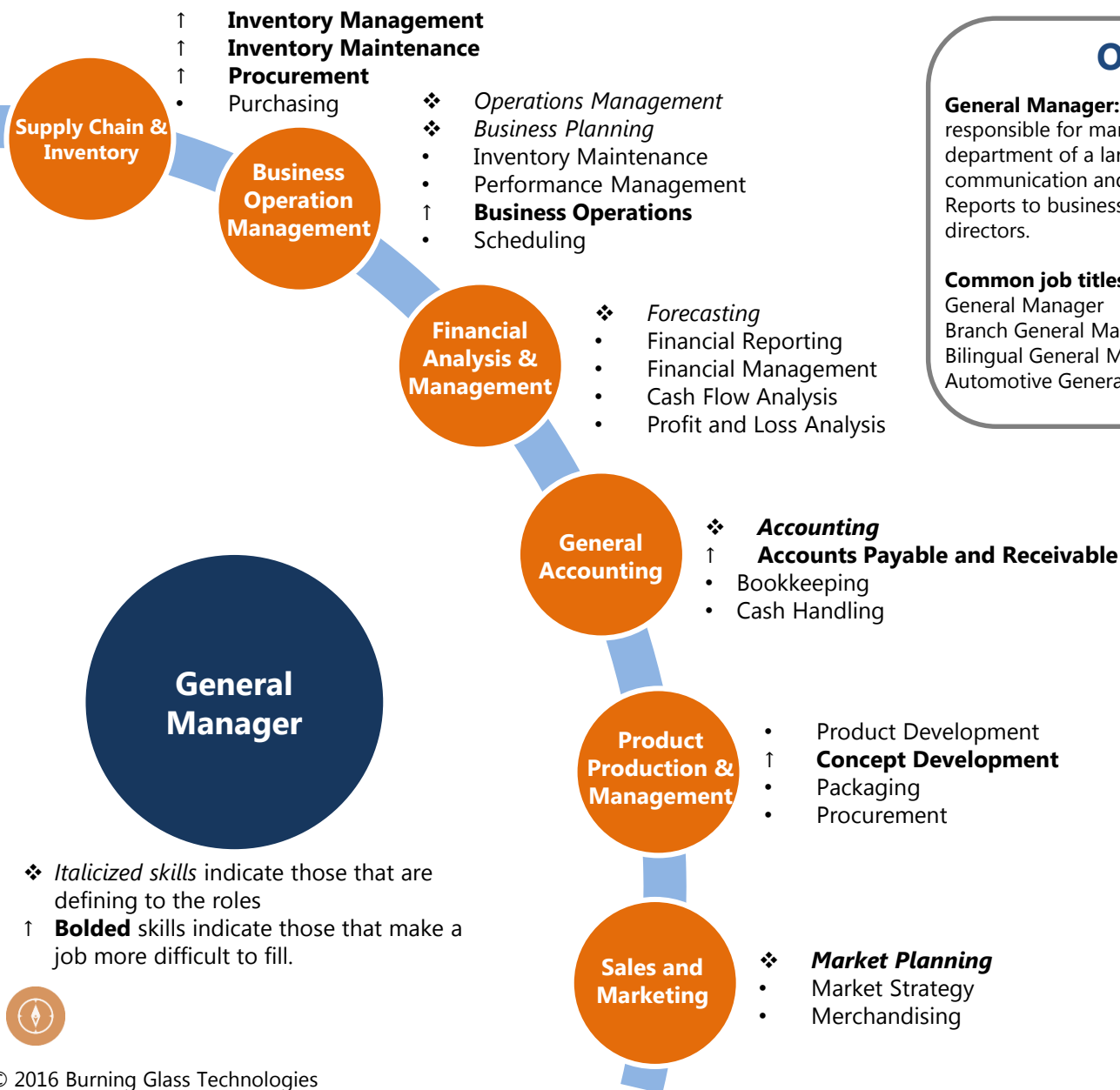
Skills & Requirements

- BA/BS in Computer Science or Information Technology, or equivalent experience
- 8-10 years of database administration experience
- Expertise with MySQL 5.x administration, monitoring and tuning
- Experience with all aspects of data modeling and storage
- Solid understanding of software development best practices
- Familiarity with agile methodologies

Nice-to-Haves

- Knowledge of Ruby and Rails
- Experience with ETL tools and processes
- Experience with Redis, Memcache, Hadoop, other Big Data and NoSQL technologies
- Contribution to open source project





❖ *Italicized skills* indicate those that are defining to the roles

↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

General Manager: Manages all aspects of a business. May be responsible for managing a small business, or managing one division or department of a larger business. Oversees administration, finance, communication and marketing as well as operations for a company. Reports to business owners, executive management or a board of directors.

Common job titles include:

- General Manager
- Branch General Manager
- Bilingual General Manager
- Automotive General Manager

National Postings	% BA	% Entry Level
★★★ 42,363	🌑 63%	🕒 5%

Posting Counts

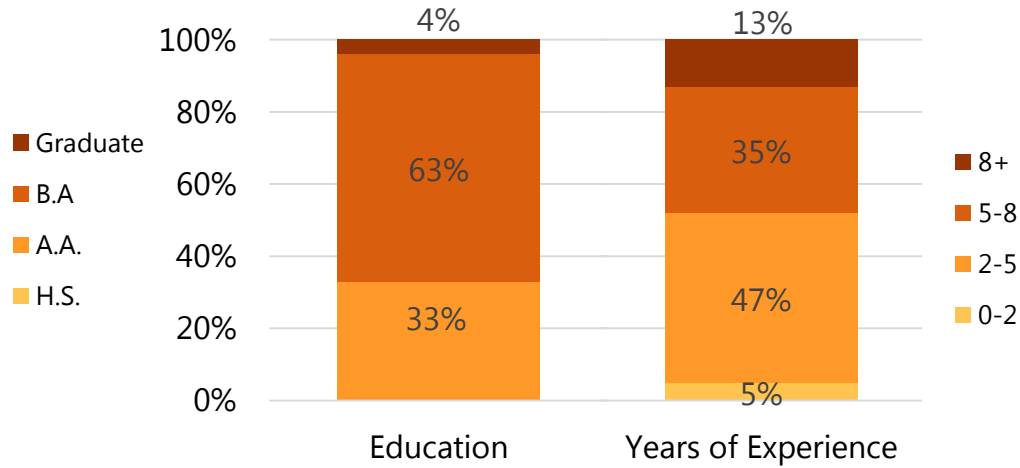
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

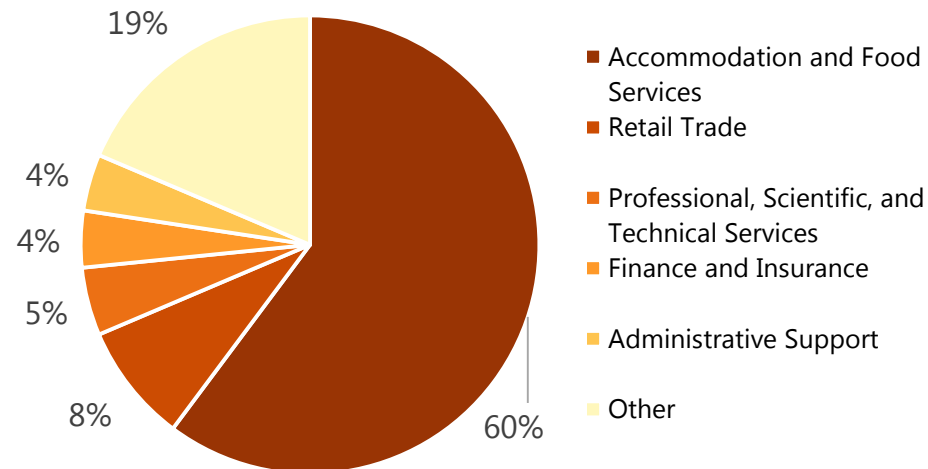
- Communication Skills
- Organizational Skills
- Computer Skills
- Writing
- Supervisory Skills
- Customer Service
- Budgeting
- Planning
- Problem Solving



Distribution of Requirements



Distribution of Industry Demand



General Manager: Sample Posting

The General Manager will lead the on-site management team and will work to produce competitive returns for the investment client while ensuring the highest level of customer service to Park Avenue West's residents and guests.

Essential Functions:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodations.

- Represent company in a positive and professional manner at all times.
- Act as the company's primary coordinator to assure that the company's efforts fully meet and exceed property management obligations.
- Manage all property operations in compliance with all local, state, and federal laws (Fair Housing, Landlord Tenant Laws, OSHA, etc).
- Under the direction of the Portfolio Manager, assist in the development of operating income/expense budgets and capital budgets that reflect the owner's objectives for operating the property, cash flow requirements and leasing strategy.
- Analyze and report monthly financial statements including operating variances from budget, cash management and strategies for collection of receivables in a timely manner.
- Accurately record time worked, adhere to time keeping guidelines including approving site staff time records on a daily basis.
- Administer leasing efforts including reviewing tenant billings, analyzing lease clauses, preparing vacancy reports, enforcing tenant compliance and performing landlord obligations.
- Identify leasing prospects and occasionally respond to routine leasing inquiries.
- Collect delinquent accounts according to legal guidelines and communicate with accounting department to ensure accuracy of rent roll and accounts receivable.
- Work with Portfolio Manager to identify, engage and supervise property vendors.
- Approve invoices for all goods/services required to maintain the property's upkeep to company and owner standards and in accordance with property's budget.
- Liaison with corporate departments to provide a team approach to the management of the property.
- Other duties as assigned by the Portfolio Manager.

Qualification Requirements:

- Bachelor's Degree required.
- At least three years' experience in a leadership role in the Multifamily industry.
- At least one year of experience managing in luxury or high-end sales and customer service.
- At least one year of budgeting and financial reporting experience.
- Excellent attention to detail and organizational skills.
- Strong mathematical skills and basic understanding of property budgets and financial accounting.
- Ability to speak, read and write in English.
- Ability to communicate effectively and in a timely manner; both verbally and in writing.
- Able to complete company training requirements for this position within pre-determined deadlines and attend other training sessions as required.



Hand Tools

- Hand Tools
- Micrometers
- Power Tools

Electrical Systems

- ❖ *Electrical Systems*
- Electrical Troubleshooting
- Schematic Diagrams
- Test Equipment

Automotive Repair

- ❖ *Heavy Equipment*
- Backhoes
- Blueprints
- Engine Repair
- ↑ **Fuel Systems**
- ↑ **HVAC**
- Hydraulics

Repair Equipment

- ❖ *Welding*
- Equipment Assembly
- Equipment Maintenance
- Equipment Repair
- Forklift Operation
- Hoisting Equipment
- Machinery

Repair Operations

- Appointment Setting
- Personnel Management
- Record Keeping
- Technical Writing / Editing

Heavy Equipment Mechanic

- ❖ *Italicized skills* indicate those that are defining to the roles
- ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Heavy Equipment Mechanic: Maintains and repairs heavy equipment like construction vehicles and fire trucks.

Common job titles include:

Heavy Equipment Mechanic
Forklift Mechanic
Equipment Mechanic
Heavy Mobile Equipment Mech
Crane Technician

National Postings	% BA	% Entry Level
★★ 11,140	○ 0%	🕒 13%

Posting Counts

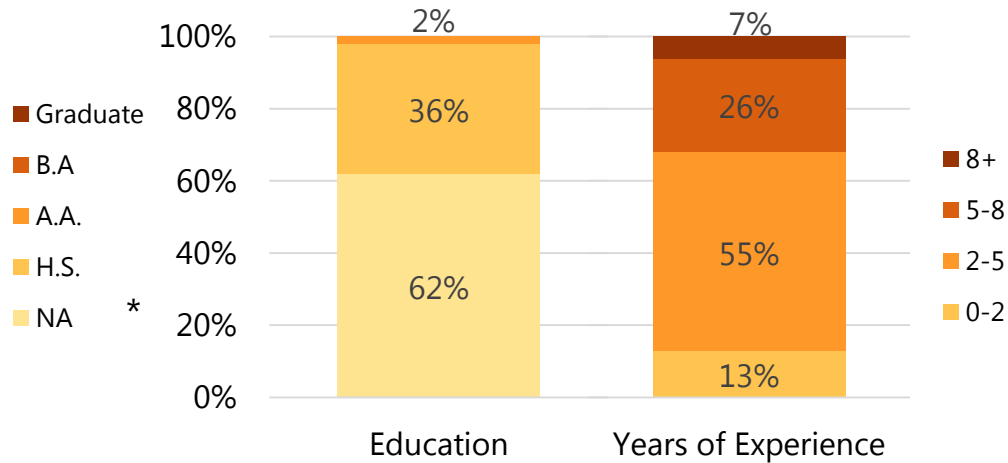
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

- Troubleshooting
- Preventive Maintenance
- Communication Skills
- Organizational Skills
- Computer Skills
- Writing
- English
- Problem Solving
- Record Keeping
- Quality Assurance and Control



Distribution of Requirements



Note: 62% of job postings do not specify any education requirements.

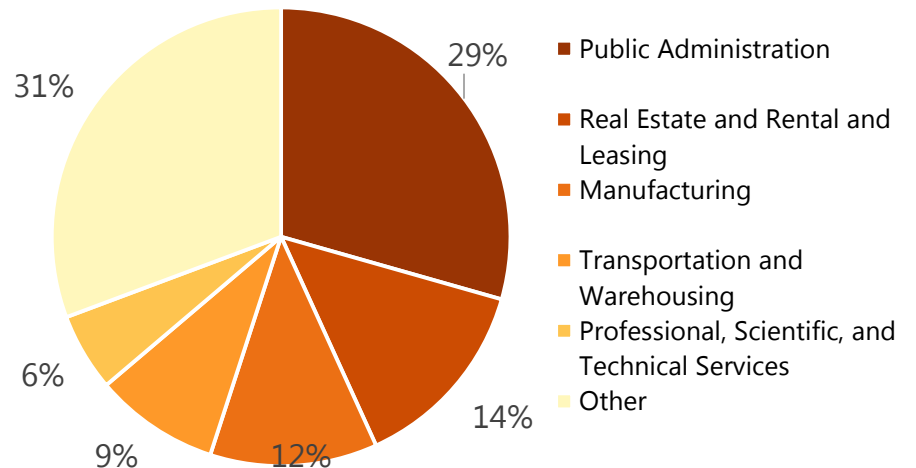
Postings specifying education requirements take **4% longer to fill**.

Top Certificates

Commercial Driver's License

Automotive Service Excellence (ASE) Certification

Distribution of Industry Demand



General Description

Performs routine repairs/maintenance and inspection related activities for fleet operations and automotive shops. Work may require maintenance and repair of heavy equipment used in construction of highways/bridges. Work may require contact with other governmental agencies and private contractors. Employees at this level follow standard practices that do not require frequent supervision of details.

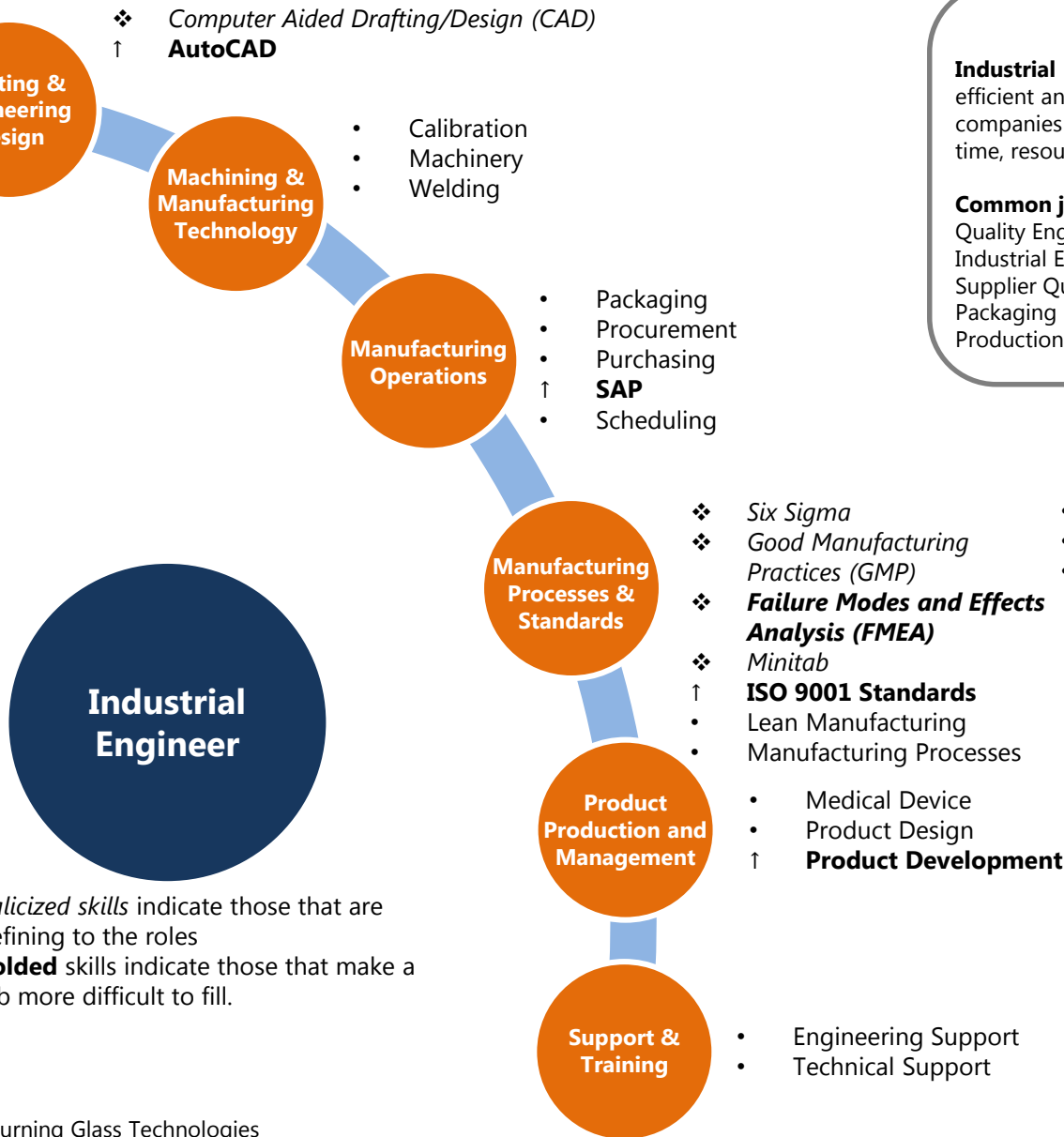
Duties

- Acts as an attendant at the service station.
- Adjusts brakes and replaces brake system parts to include anti-locking systems.
- Assists in preparing vehicles for sale.
- Assists in troubleshooting, testing and repair of electrical systems, electronic ignitions or fuel injection systems.
- Assists other district shops.
- Checks lighting and wiring mechanisms to ensure proper functioning of headlights, spotlights, tail lights and parking lights.
- Completes repair order paperwork.
- Orders, picks up and delivers parts, materials, tools, and operates equipment and vehicles to include heavy equipment.
- Performs annual state safety inspections on vehicles to include DOT required inspections.
- Performs preventive maintenance, inspections and repairs on motor vehicles/equipment; as required moves items related to these activities.
- Prepares vehicles for use by checking for required safety features such as first aid kits, fire extinguishers and mobile radios.
- Repairs vehicle air conditioning systems.
- Uses computerized diagnostic analyzer systems and performs routine diagnostic work on vehicles.

Competencies

- Communicate effectively
- Follow verbal and written instructions
- Follow applicable safety standards, practices and procedures
- Mechanical equipment operation and maintenance
- Mechanical systems
- Basic vehicle mechanics, maintenance and repair procedures
- Applicable industry safety standards, guidelines and specification codes
- The safe use, operation and maintenance of applicable equipment
- Troubleshooting, repairing and maintaining equipment of the trade
- The use of applicable hand and power tools, equipment and mechanical devices of the trade
- Mechanical repair procedures for diesel and gasoline engines
- Brake repairs to include anti-locking systems, air brakes and hydraulic brake systems
- Maintaining a safe working relationship





❖ *Italicized skills* indicate those that are defining to the roles
 ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Industrial Engineer: Devises ways to make production processes more efficient and less wasteful. Uses technology and engineering to help companies and organizations produce products with efficient use of time, resources, and energy.

Common job titles include:

- Quality Engineer
- Industrial Engineer
- Supplier Quality Engineer
- Packaging Engineer
- Production Engineer

National Postings	% BA	% Entry Level
★★★ 66,029	● 96%	🕒 9%

Posting Counts

★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

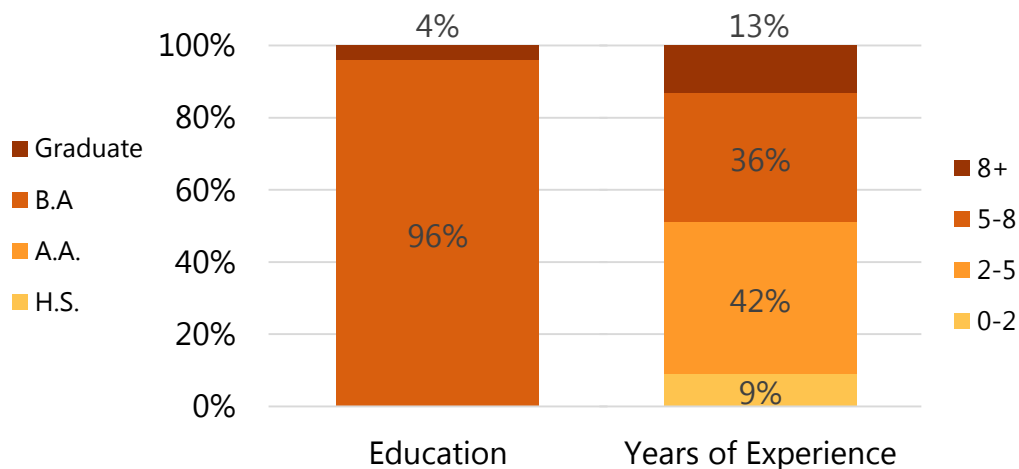
- Process Control
- Process Improvement
- Process Engineering

Employability Skills:

- Quality Assurance and Control
- Communication Skills
- Problem Solving
- Organizational Skills
- Writing
- Planning
- Troubleshooting
- Root Cause Analysis
- Computer Skills
- Research



Distribution of Requirements

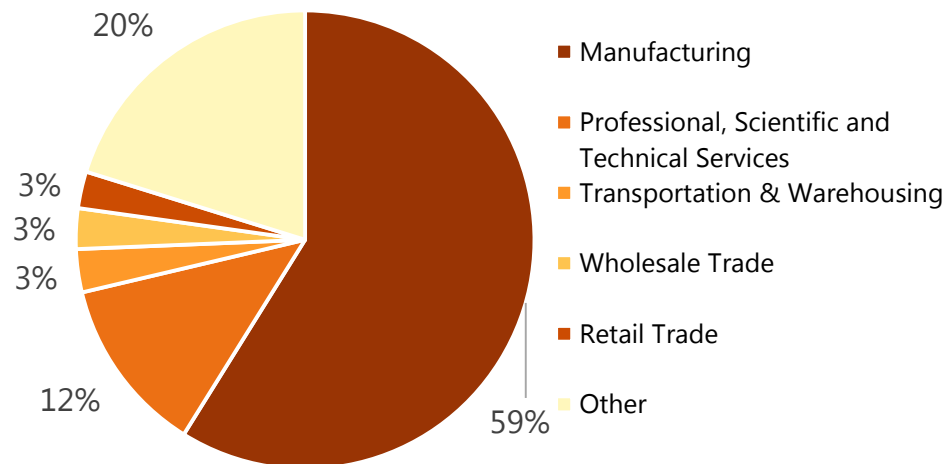


Top Certificates

Six Sigma Certification

American Society for Quality (ASQ) Certification

Distribution of Industry Demand



Perform industrial/manufacturing engineering activities related to all phases of the product life cycle to improve process flows, increase throughput, capacity and quality, reduce operation costs, and improve overall efficiency of products and plant operations.

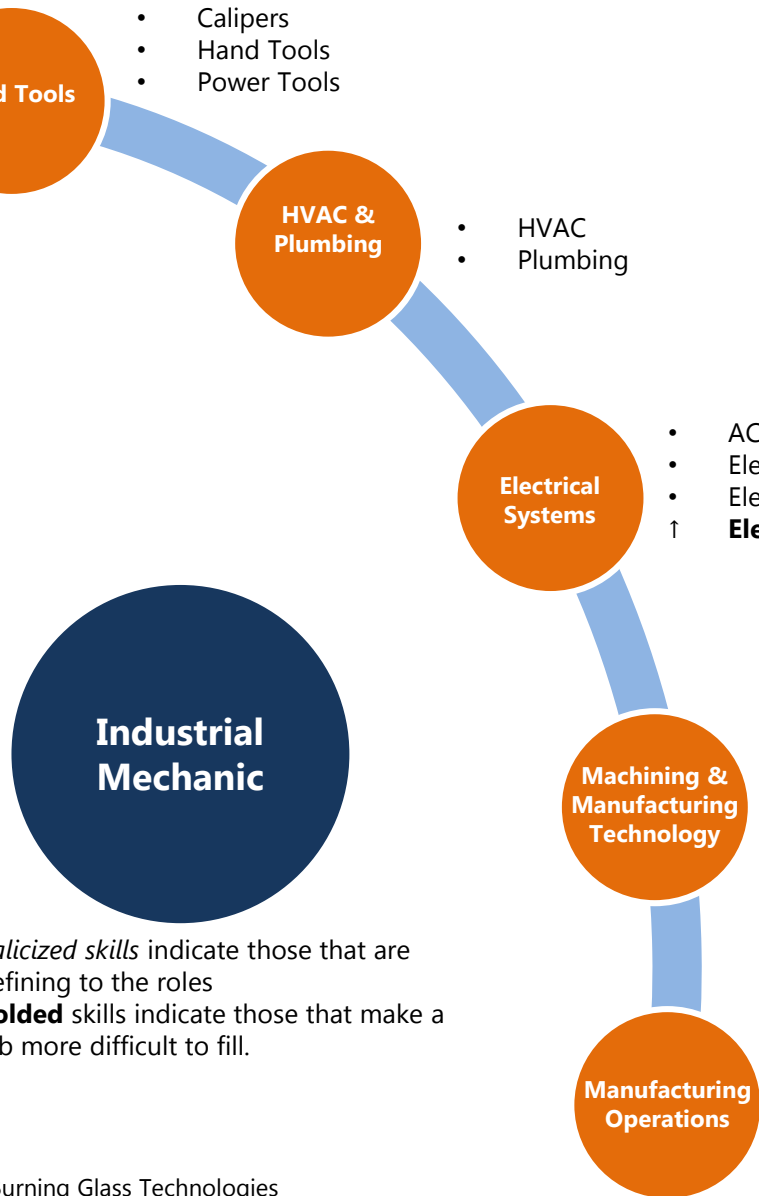
RESPONSIBILITIES

- Develop, implement, standardize and own motion/time studies, methodologies, and documentation
- Develop shop floor metrics to clearly depict where bottlenecks, wastes, cost, inefficiencies and opportunities exist, and make recommendations for improvement
- Improve throughput through the reduction of changeover time, increase of product yields, optimization of machine cycle time and identification and eliminate of unplanned machine down-time
- Design, review and revise manufacturing/process documentation for new and existing products and processes
- Participate in risk analysis activities at various phases of product development, production and delivery
- Coordinate and implement the quality program throughout all departments within the company, from management to production.
- Promote and execute quality standards, inspection processes, test methodology, quality plans, documents and reports
- Collect, analyze and communicate critical performance metrics for understanding areas of financial opportunity and process redesign activity results, analyze root causes of difficult problems using statistical tools, and work with appropriate team member on corrective actions
- Train team members in new and existing manufacturing processes
- Evaluate and propose acquisition of new tools, equipment and processes to aid in production efficiency and safety.
- Assist in investigating all customer complaints and interface with supplier and customer quality representatives concerning problems with quality assurance and ensure that effective corrective action is implemented.
- Interact with suppliers and their quality management and engineering teams
- Determine root causes of failures using statistical methods and recommend changes in designs, tolerances, or processing methods.

REQUIREMENTS

- Education: BA or BS degree (manufacturing, industrial, mechanical or electrical engineering preferred)
- Minimum of 3 years' experience in a manufacturing company
- Expert knowledge and demonstrated ability in in Lean manufacturing in order to perform time and motion studies, developing and documenting standard work, planning and implementing continuous improvement initiatives, and preparing statistical analysis and project management.
- Working knowledge of advanced quality tools such as Failure Modes Effect Analysis (FMEA), GD&T, SPC, and Root Cause Analysis
- 2D & 3D CAD experience, ability to read and interpret drawings
- Experience with high mix/low volume manufacturing a plus
- Exposure to Six Sigma and other continuous improvement tools





- Hand Tools**
- Calipers
 - Hand Tools
 - Power Tools

- HVAC & Plumbing**
- HVAC
 - Plumbing

- Electrical Systems**
- AC/DC Drives and Motors
 - Electrical Schematics
 - Electrical Systems
 - ↑ **Electrical Work**
 - Schematic Diagrams
 - Test Equipment
 - ↑ **Wiring**
 - Wiring Diagrams

- ❖ *Machinery*
- ❖ *Welding*
- ❖ *Blueprints*
- Calibration
- ↑ **Electromechanical Systems**
- Hydraulics
- ↑ **Programmable Logic Controller (PLC) Programming**

- ❖ *Manufacturing Processes*
- Forklift Operation
- Inventory Management
- Packaging
- Scheduling

❖ *Italicized skills* indicate those that are defining to the roles
 ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Industrial Mechanic: Repairs and maintains complex machines used in production or manufacturing, such as conveyor belts; may use computerized diagnostic equipment.

Common job titles include:

- Industrial Mechanic
- Utility Systems Repairer Operator
- Mechanic
- Electronic Industrial Controls Mechanic
- Envelope Machine Adjuster

National Postings	% BA	% Entry Level
★ 5,747	● 89%	◐ 23%

Posting Counts

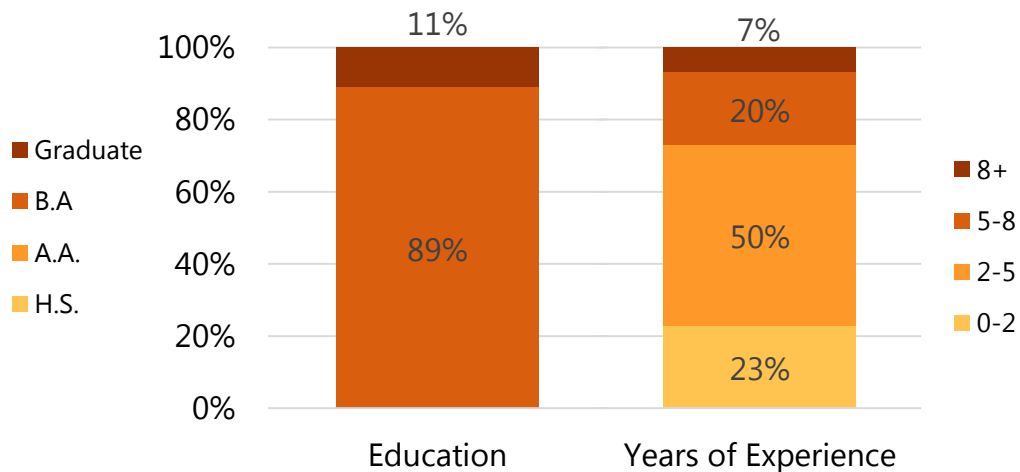
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

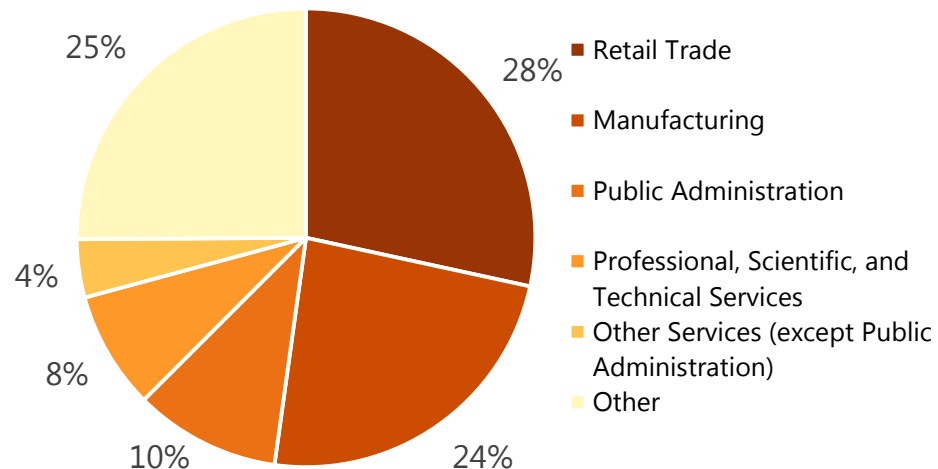
- Troubleshooting
- Preventive Maintenance
- Communication Skills
- English
- Writing
- Computer Skills
- Problem Solving
- Planning
- Quality Assurance and Control
- Organizational Skills



Distribution of Requirements



Distribution of Industry Demand



General Description:

To assure that manufacturing/process areas are kept in good mechanical repair and working order as well as in constant production mode at all time.

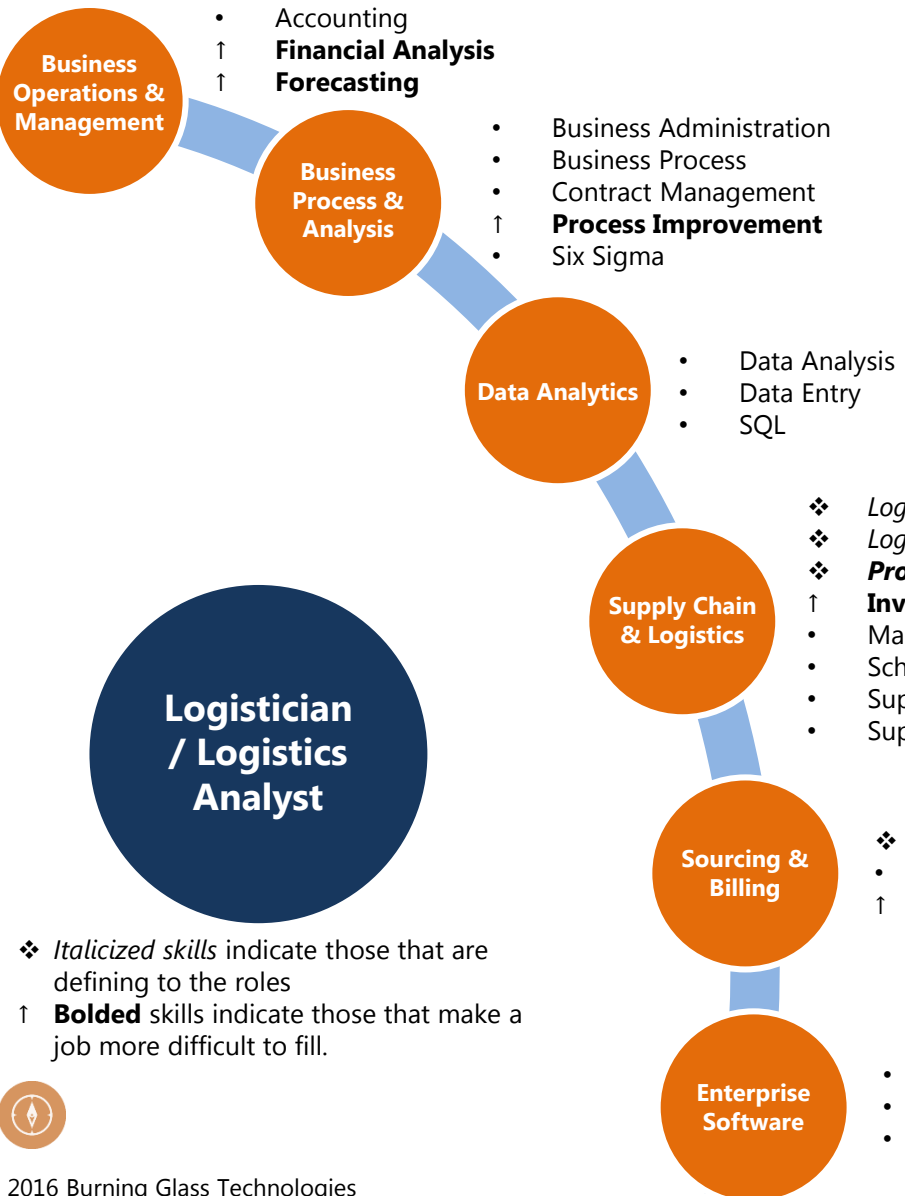
Specific Duties

- Order proper materials for job completion.
- Tag out and lockout procedures.
- Perform preventative and corrective maintenance on mechanical equipment.
- Complete required records for work performed.
- Perform planned maintenance inspections as required.
- Maintain equipment to ensure maximum reliability.
- Troubleshoot mechanical equipment failures and repair all process and plant equipment as necessary.
- Other duties as assigned.

Qualifications

- High School Diploma or GED.
- Complete tasks with minimal supervision.
- Basic mechanical aptitude.
- Ability to use hand and shop tools.
- Proven mechanical, hydraulic, and pneumatic skills.
- Ability to lift 50 pounds.
- Demonstrated maintenance and troubleshooting skills.
- Mechanical experience in either manufacturing or related areas.
- Demonstrated commitment to safety and quality required.
- Black Seal High Pressure Boiler's License, preferred.





❖ *Italicized skills* indicate those that are defining to the roles
 ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Logistician / Logistics Analyst: Provides data analysis that can be used to improve a logistics process for a company or organization. Uses research and statistical analysis to solve operational logistics problems. Identifies ways to improve the transfer of materials, products or data within a company; identifies efficient and cost effective shipping, transportation and storage procedures.

Common job titles include:
 Procurement Specialist
 Logistics Coordinator
 Production Planner
 Logistics Analyst
 Logistics Manager

National Postings	% BA	% Entry Level
★★★★★ 79,914	🌓 68%	🕒 15%

Posting Counts

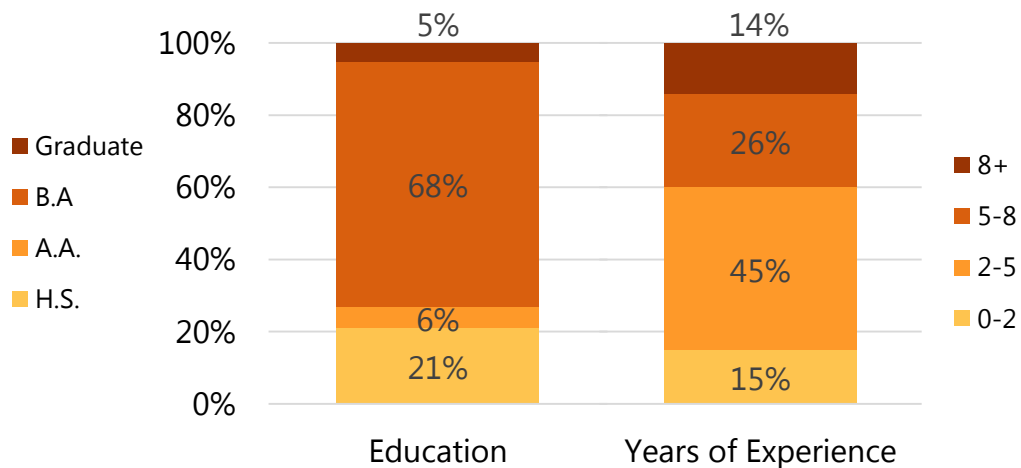
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

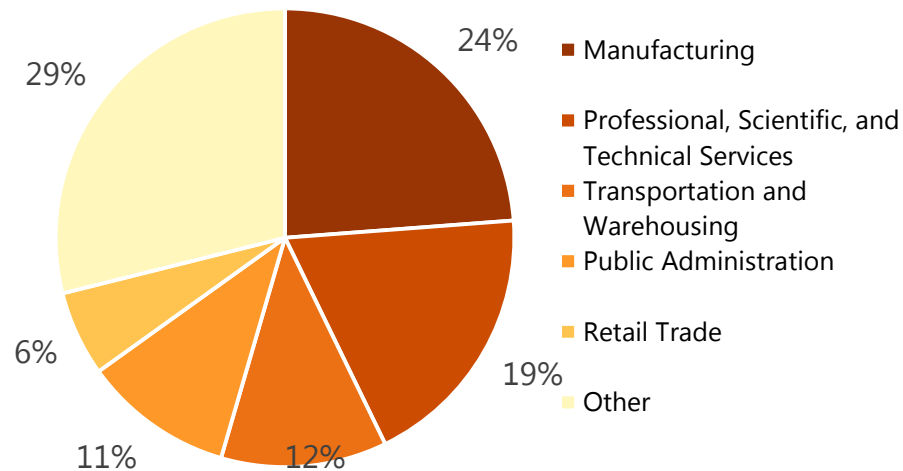
- Communication Skills
- Organizational Skills
- Planning
- Microsoft Excel
- Microsoft Office
- Writing
- Problem Solving
- Project Management
- Research
- Microsoft PowerPoint



Distribution of Requirements



Distribution of Industry Demand



The Logistics Coordinator provides overall direction and supervision throughout the Dedicated Fleet operation and provides operational assistance to the Project Manager wherever needed.

Essential Duties & Responsibilities:

- Maintains positive and encouraging working relations with all drivers
- Provides constant communications of service issues to appropriate personnel and departments, both internal (NFI) and external (Customer)
- Develops and provides analysis of dedicated routes and schedules
- Performs load planning, driver scheduling, and dispatch duties using Dedicated Fleet .
- Coordinates daily data entry into NFI's proprietary order-management-system, TMW.
- Coordinates with home-office Invoicing team to ensure timely and accurate completion of weekly customer invoices
- Ensures accurate and timely completion of daily and weekly tasks
- Provides weekly KPI/performance data reports to both internal and external parties
- Assists Project Manager with implementing NFI's Safety, Security and Labor policies
- Assists and provides coverage throughout departments during vacations, holidays and irregular work schedules
- Manages and maintains driver payroll
- Audits and approves driver expense reports
- Provides assistance to Project Manager wherever needed

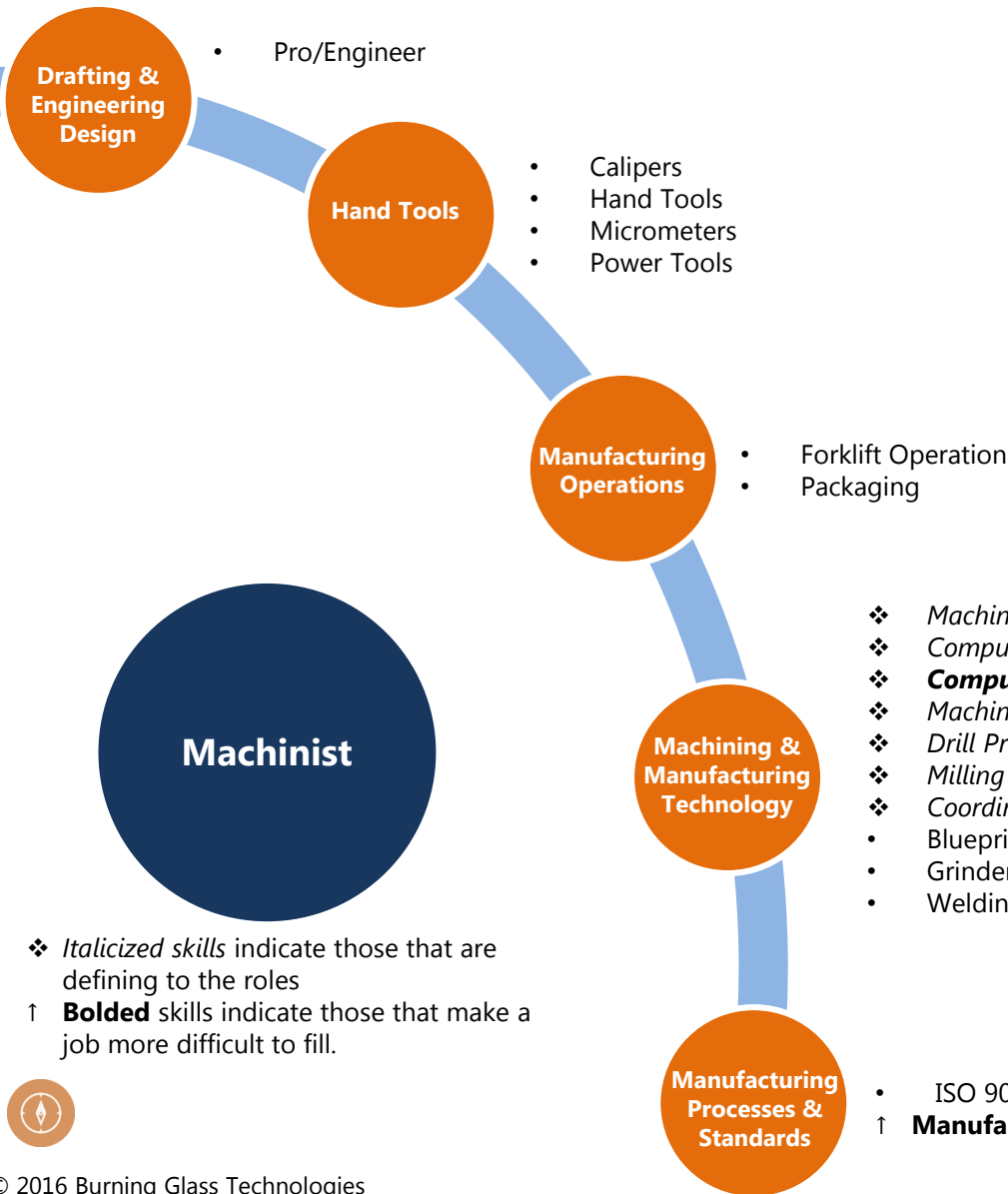
Job Related & Physical Requirements:

- Travel on a moment notice for perhaps extended periods of time
- Ability and availability to work extended hours including nights and weekends as needed by the customer

Minimum Experience, Education, and Training Required:

- At least 2-3 years experience in logistics and/or transportation
- Computer applications experience including MS Office strongly desired
- Excellent customer service, problem solving and decision making skills desired





❖ *Italicized skills* indicate those that are defining to the roles
 ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Machinist: Builds and repairs precisely detailed and sized metal parts used in a variety of tools and appliances. Builds parts following a blueprint or creates original designs.

Common job titles include:

- CNC Machinist
- Machinist
- Manual Machinist
- CNC Lathe Machinist
- CNC Mill Machinist

National Postings	% BA	% Entry Level
★★★ 30,103	🕒 2%	🕒 25%

Posting Counts

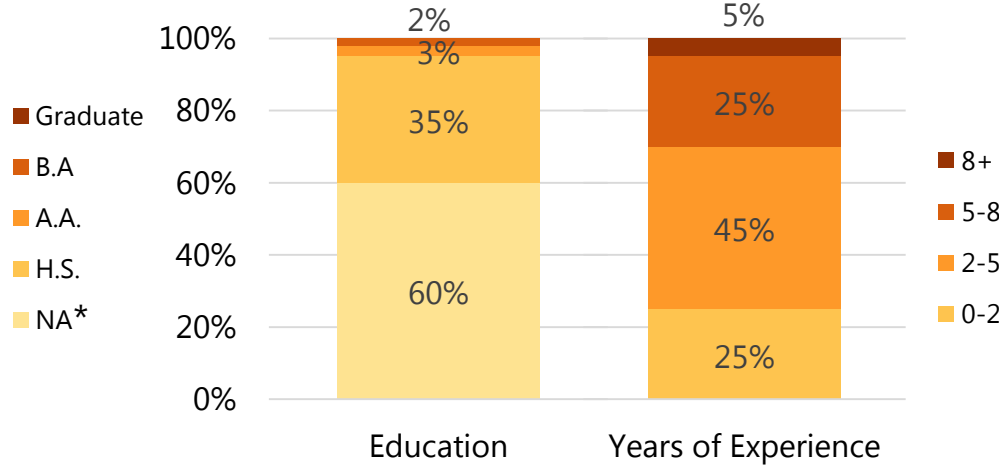
- ★ Below 10,000
- ★★ 10,000-25,000
- ★★★ 25,000-75,000
- ★★★★ 75,000-150,000
- ★★★★★ Above 150,000

Employability Skills:

- Communication Skills
- Troubleshooting
- Organizational Skills
- Quality Assurance & Control
- Detail-Oriented
- Problem Solving
- Writing



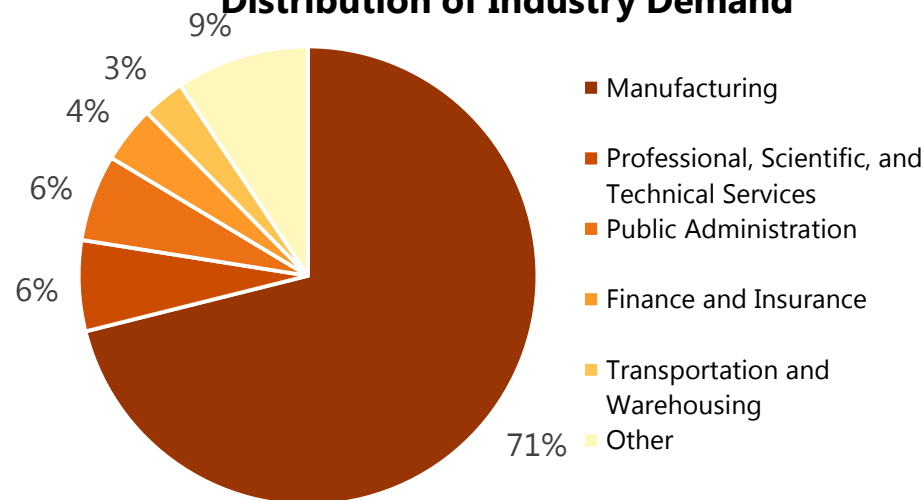
Distribution of Requirements



Note: 60% of job postings do not specify any education requirements.

Postings specifying education requirements take **2% longer to fill**.

Distribution of Industry Demand



POSITION SUMMARY

Sets up and operates a variety of machine tools such as lathes, milling machines, shapers, planers, and precision grinders to make metal parts, mechanisms, tools or machines to exacting tolerances and dimensions. Interprets blueprints, sketches, and engineering specifications. Uses a variety of machinist's hand tools and precision measuring instruments. Makes standard shop computations relating to dimensions of work, tooling, feeds, and speeds. Measures, marks, and scribes dimensions and reference points to lay out stock for machining. Fits and assembles precision parts into mechanical equipment. Some machines may be numerically controlled. May monitor and verify quality in accordance with statistical process or other control procedures.

PRIMARY RESPONSIBILITIES

- Observe and implement Lean Manufacturing methods in all job assignments
- Maintain spindle turning at maximum at all times
- Ensure parts and tools are loaded correctly and that quality is consistently maintained throughout the assignment
- Change and adjust cutters under supervision as instructed
- Learn and adhere to policies and procedures, particularly BQMS standards directly related to the work center
- Perform other duties as assigned

KNOWLEDGE & SKILLS

- Knowledge of general machining processes using a wide variety of machine tools
- Understanding of CNC type machines and the processes they use, such as set-ups, monitoring, change-outs, etc.
- Know how to maintain a clean and orderly work area
- Blueprint reading and basic math skills
- Good manual dexterity
- Ability to professionally communicate and work cooperatively with others
- Basic English language skills and ability to read, follow, and interpret work instructions
- Attention to detail
- Willingness to learn and, as required train others

EDUCATION

High School Diploma or equivalent;
Machinist 2 year Certificate preferred

EXPERIENCE

2-3 years





❖ *Italicized skills* indicate those that are defining to the roles

↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Market Research Analyst: Researches and develops targeted marketing strategies for a company. Gathers customer feedback, analyzes industry and market data, monitors marketing trends; advises on marketing and advertising plans.

Common job titles include:

- Marketing Analyst
- Market Research Analyst
- Market Analyst
- Senior Marketing Analyst
- Market Research Manager

National Postings	% BA	% Entry Level
★★★ 25,267	85%	12%

Posting Counts

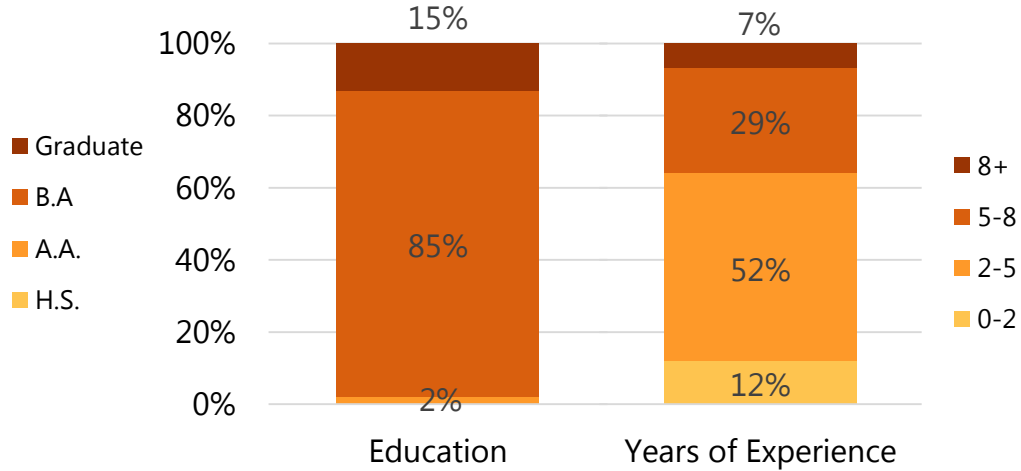
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

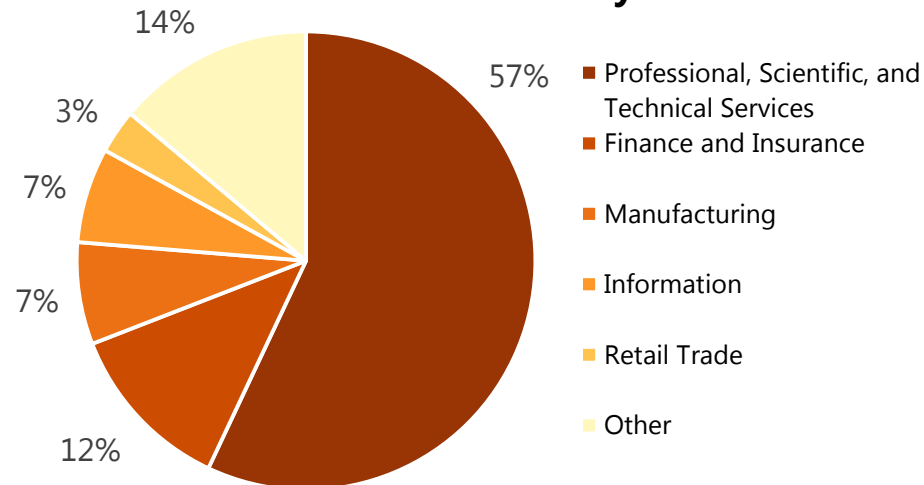
- Research
- Communication Skills
- Organizational Skills
- Writing
- Detail-Oriented
- Problem Solving
- Planning
- Presentation Skills
- Creativity
- Analytical Skills



Distribution of Requirements



Distribution of Industry Demand



JOB REQUIREMENTS

Marketing Research Skills:

- Demonstrated ability to develop research questions that will solicit the information needed to make business decisions.
- Expertise in information gathering: understands the available resources, conducts business research, leverages analytical tools, retrieves data, uses knowledge of the industry to fill in information gaps, and leverages the network of contacts in the utility industry
- Strong analytical skills: able to synthesize and transform information into fact-based theories; interprets and draws conclusions based on seemingly unrelated pieces of information
- Basic understanding of primary research options, methodologies, statistical analysis and when they are needed to complement secondary research
- Basic knowledge of the complete marketing process (market research, product development/design, product distribution, pricing, promotion/advertising, brand management, sales management, etc.)
- Consulting and Communication Skills:
- Strong consulting skills needed to build and manage effective working relationships across multiple business units and levels of an organization
- Strong collaboration skills required for working on team-based or cross-functional projects
- Excellent written and verbal communications skills.
- Must exhibit "Southern Style" behaviors and values: unquestionable trust, superior performance, and total commitment

JOB RESPONSIBILITIES

- Manage small, medium and large-scale secondary research projects
- Consult with business partners to help them make enhanced decisions based on industry and research knowledge
- Proactively track and communicate implications of industry/market/competitor activities to business partners; explaining the impact these activities could have on Southern Company's retail marketing efforts
- Leverage the Marketing Research Department's subscriptions to an array of information sources
- Conduct market assessments of potential new technologies or product/service offerings
- Identify external factors that shape customers' attitudes and opinions
- Work closely with primary research analyst teammates to deliver integrated research deliverables
- Perform other tasks as needed to support Marketing Research objectives

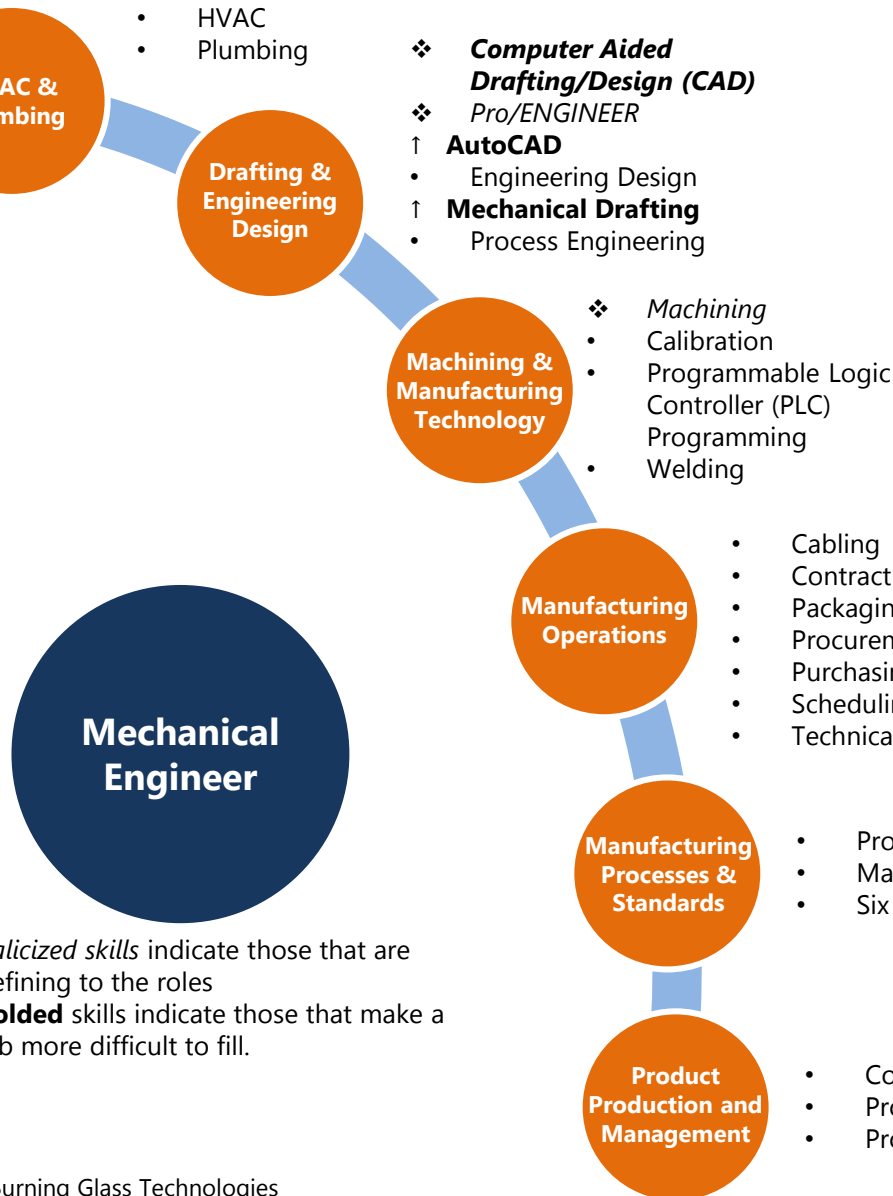
Education:

- B.A./B.S. in engineering, finance, or related field is strongly preferred
- Master's Degree is an asset, but is not required.

Experience:

- Knowledge of smart meters, smart grid, micro grid and innovative products and services is desired
- Demonstrated knowledge of finance and/or financial analysis and research is desired
- 7+ years of experience in secondary research, market intelligence, or competitive intelligence field is required
- 7+ years of experience directly related to the energy sector or utility industry is required
- Demonstrated knowledge of energy and utility industry issues, operations, finance, and technology is required





❖ *Italicized skills* indicate those that are defining to the roles
 ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Mechanical Engineer: Researches, designs, develops, constructs, and tests mechanical devices including machines, engines and tools. Works on devices ranging from power generators to household dishwashers to surgical equipment. May specialize in a particular type of machine or tool. May develop new devices or improve existing ones to run more efficiently.

Common job titles include:

- Mechanical Engineer
- Mechanical Design Engineer
- Design Engineer
- Senior Mechanical Engineer
- Project Engineer

National Postings	% BA	% Entry Level
★★★★★ 110,985	🟦 93%	🟡 8%

Posting Counts

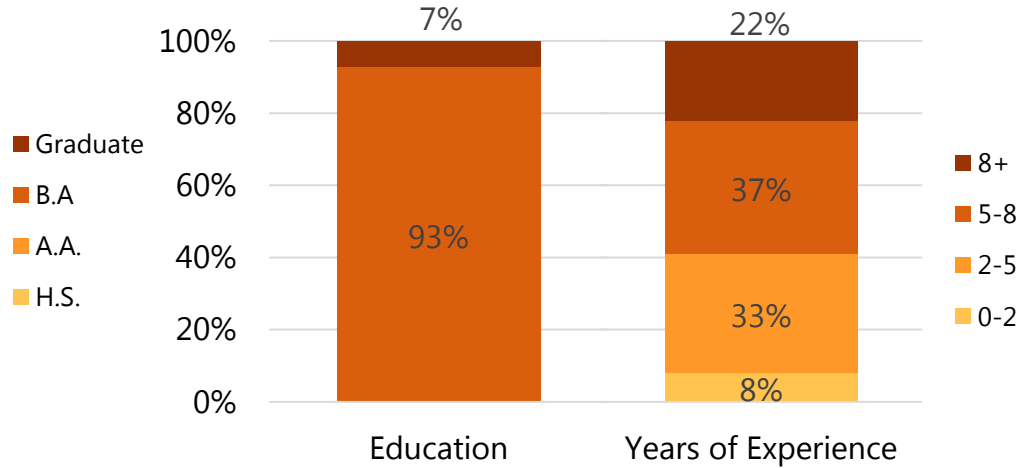
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

- Communication Skills
- Writing
- Organizational Skills
- Problem Solving
- Planning
- Research
- Troubleshooting
- Quality Assurance and Control
- Computer Skills
- Leadership



Distribution of Requirements

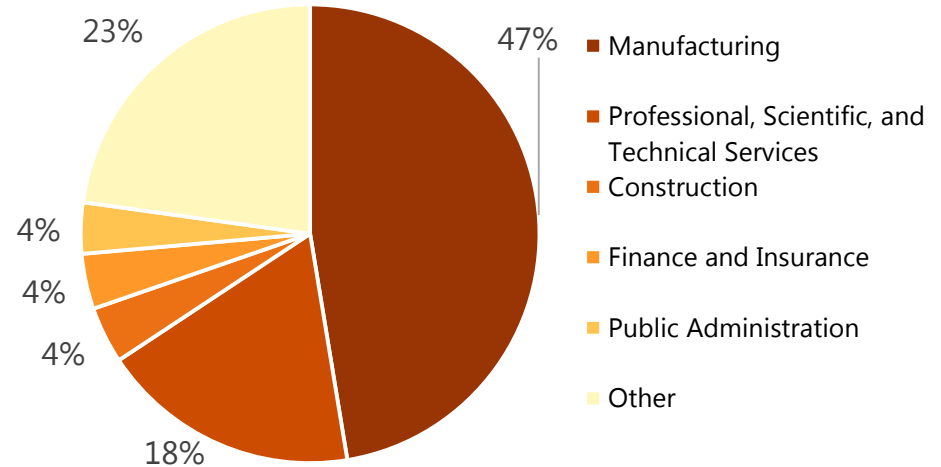


Top Certificates

Professional Engineer

American Society of Mechanical Engineers (ASME)
Certified

Distribution of Industry Demand



Mechanical Engineer: Sample Posting

Summary

Position performs a variety of engineering work in designing and planning the manufacturing, installation and operation of commercial refrigeration systems. Researches, develops, designs, and tests mechanical components, equipment, and systems by performing the following duties.

Job Description and Responsibilities:

- Works with Inside Sales, Engineering and Production to design and engineer refrigeration equipment
- Design plans and accurately document the manufacturing, installation and operation of mechanical components, equipment, systems including piping, and machinery
- Interprets blueprints and layouts to verify and plan appropriate mechanical needs
- Interacts with other technical, shop or field personnel to develop an understanding of mechanical requirements and planning needs
- Formulates and recommends engineering policies and technical work in accordance with project objectives.
- Applies engineering theory to solve mechanical problems
- Develops applications of controls, instruments, and systems for new commercial and industrial refrigeration uses
- Directs activities to ensure that manufacturing, construction, and installation conform to customer requirements
- Uses computer assisted engineering and design software and equipment to perform engineering tasks
- Other duties as assigned

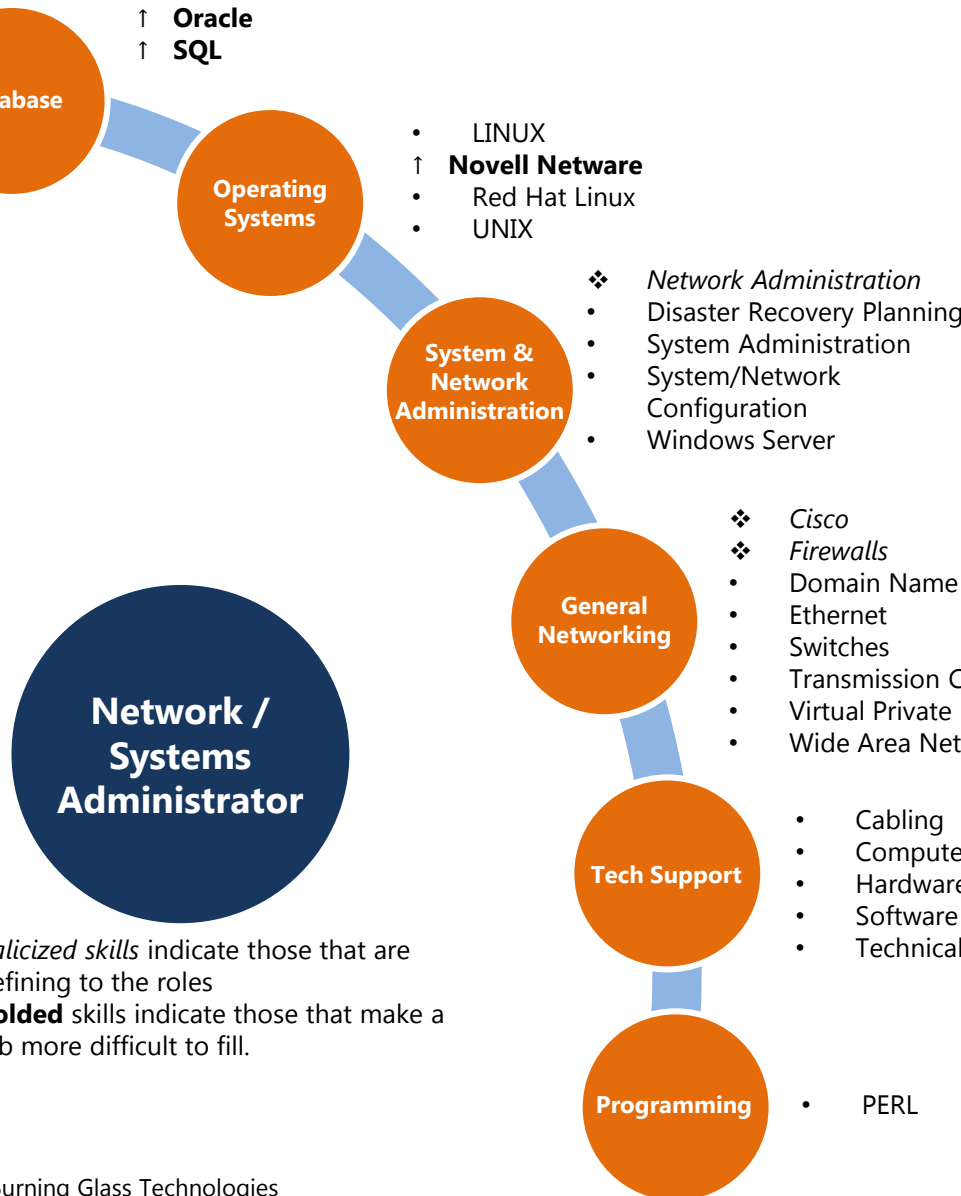
Qualifications/Requirements:

- Proficient in Microsoft Office suite and 2D AutoCAD
- Solid Works knowledge is a plus
- Ability to successfully manage multiple tasks
- Strong attention to accuracy and detail
- Excellent interpersonal and communication skills with positive can-do attitude
- The ability to demonstrate dependability and flexibility to manage work as required

Education/Training/Experience:

- Bachelor's Degree in Mechanical Engineering or Mechanical Engineering Technology.
- Lean/Six-Sigma Green belt is desirable





❖ *Italicized skills* indicate those that are defining to the roles
 ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Network / Systems Administrator: Manages the day-to-day operations of an organization's computer networks, including the systems that connect computers and other technology to each other and to outside networks. Installs, organizes, and supports the hardware and software of these systems.

Common job titles include:

- Systems Administrator
- Network Administrator
- Senior Systems Administrator
- LINUX Systems Administrator
- Windows Systems Administrator

National Postings	% BA	% Entry Level
★★★★★ 185,544	🌓 69%	🌓 10%

Posting Counts

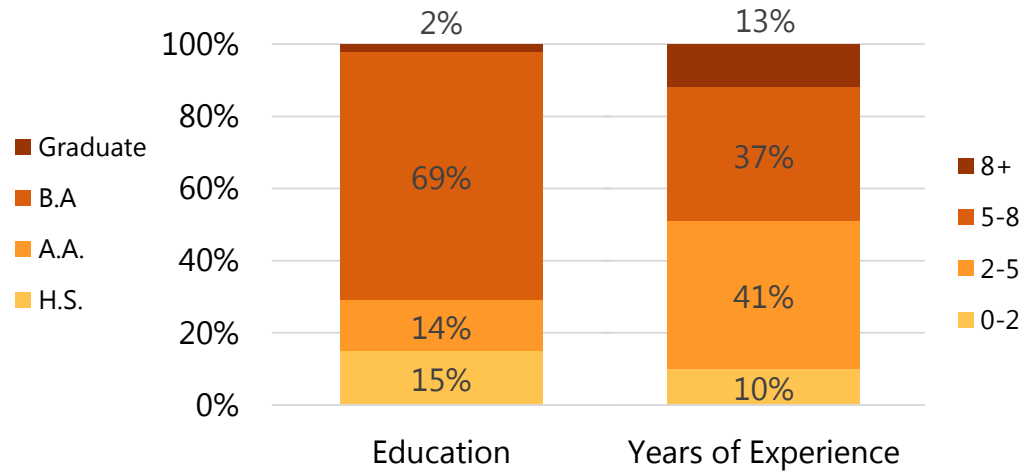
- ★ Below 10,000
- ★★ 10,000-25,000
- ★★★ 25,000-75,000
- ★★★★ 75,000-150,000
- ★★★★★ Above 150,000

Employability Skills:

- Troubleshooting
- Communication Skills
- Problem Solving
- Planning
- Organizational Skills
- Writing
- Research
- Detail-Oriented
- Multi-Tasking
- Change Management



Distribution of Requirements



Top Certificates

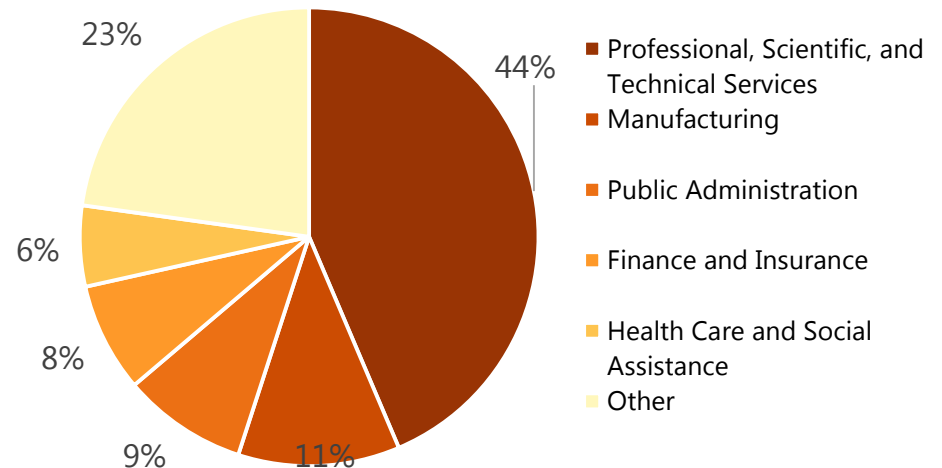
Microsoft Certified Systems Administrator (MCSA)

Security+

Cisco Certified Network Associate

Microsoft Certified Systems Engineer (MCSE)

Distribution of Industry Demand



Job Description

- Must be a U.S. citizen with the ability to obtain a Secret clearance.
- Must be located in San Diego, CA.
- Participate in resolving technical issues that may arise during system integration.
- Work closely with the lab lead, developers and test teams to ensure they have the required infrastructure to deploy, test and properly configure the application.
- Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary.
- Upgrade and configure system software that supports testing infrastructure per project or operational needs.
- Manage user account and permission change requests.
- Perform ongoing performance tuning, hardware upgrades, and resource optimization as required.
- Configure CPU, memory, and disk partitions as required.

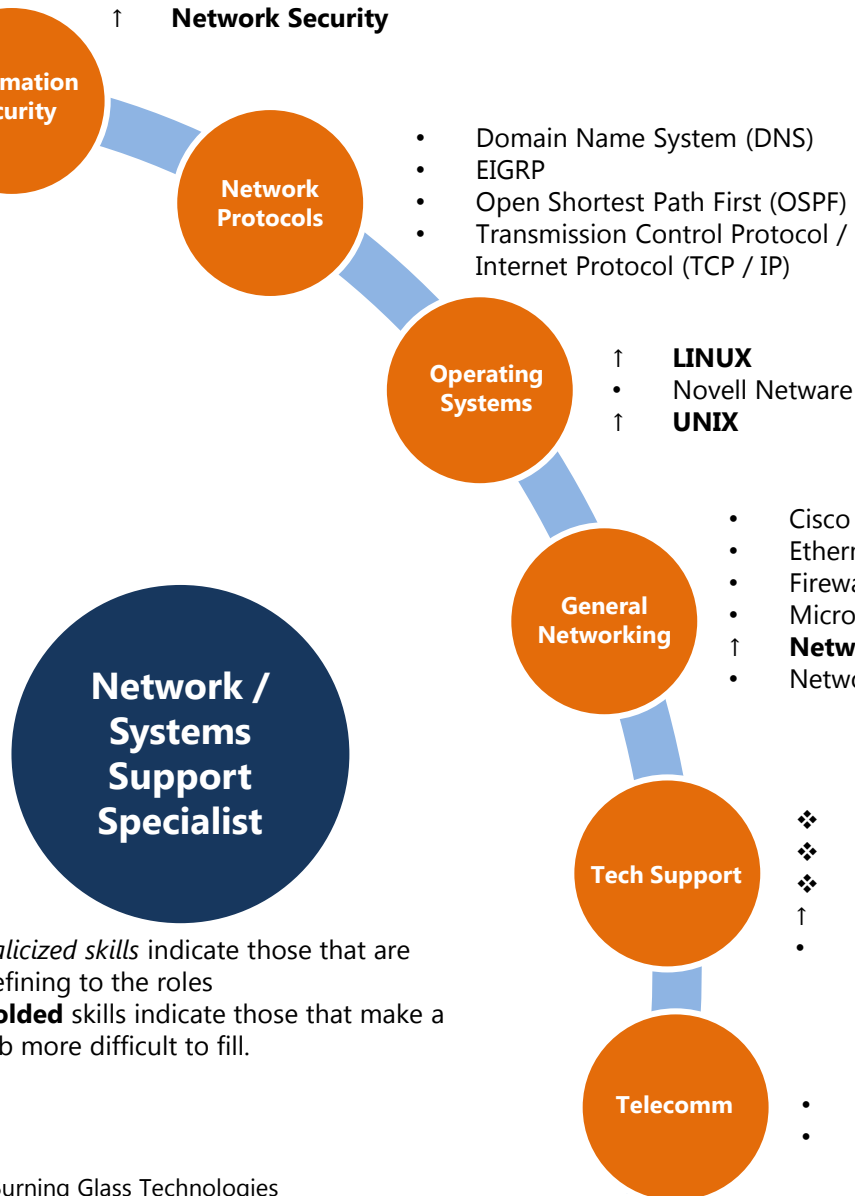
Desired Experience:

- Experience with VMware vSphere and software defined networks.
- Experience with SCRUM and Agile development processes.
- Experience configuring and managing Team Foundation Server and Microsoft Test Manager.
- Experience installing and configuring Microsoft Internet Information Services.
- Experience installing and configuring Microsoft SQL Server 2012.
- Experience with deploying and maintaining Host Based Security System (HBSS) servers for policy development and testing.
- Assist with the maintenance of the DoD IA accreditation documentation.
- Experience providing IA vulnerability assessments including STIG and SCAP scanning.

Required Experience:

- Must be a U.S. citizen with the ability to obtain a Secret clearance.
- Administering Windows Server 2008 R2 and/or Server 2012.: 4 years





❖ *Italicized skills* indicate those that are defining to the roles
 ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Network / Systems Support Specialist: Evaluates, troubleshoots, and maintains an organization's computer and network systems, usually as part of an information technology department.

Common job titles include:

- Network Engineer
- Senior Network Engineer
- Customer Support Engineer
- Network Services Support

National Postings	% BA	% Entry Level
★★★★ 81,646	☾ 47%	☾ 10%

Posting Counts

★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

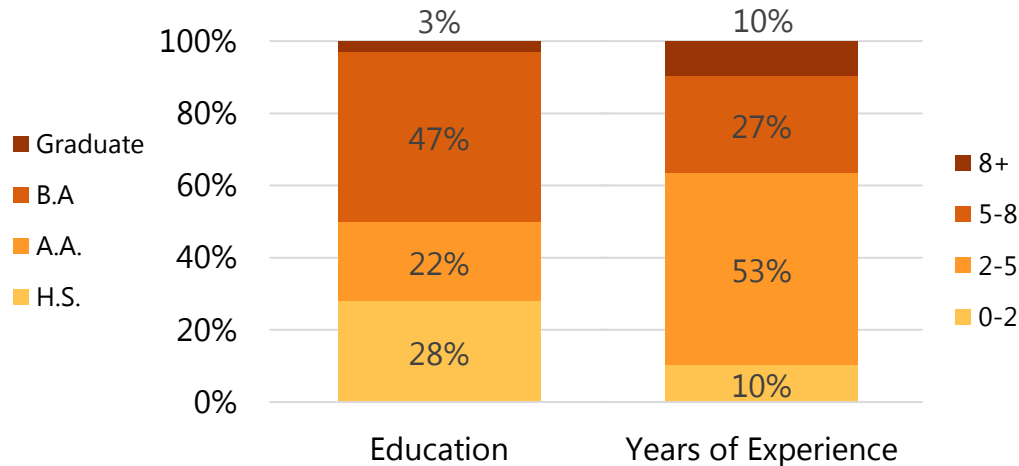
- Network Support
- Switches
- System/Network Configuration
- Virtual Private Networking (VPN)
- Wide Area Network (WAN)

Employability Skills:

- Troubleshooting
- Communication Skills
- Problem Solving
- Planning
- Writing
- Organizational Skills
- Research
- Detail-Oriented
- Multi-Tasking
- English



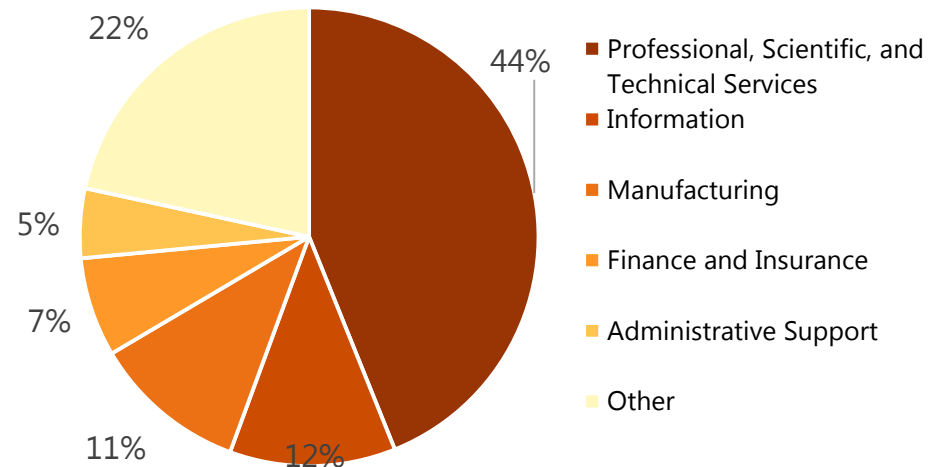
Distribution of Requirements



Top Certificates

- Security+
- Certified Information Systems Security Professional (CISSP)
- Cisco Certified Design Professional (CCDP)
- Microsoft Certified Systems Engineer (MCSE)
- Cisco Certified Internetwork Expert (CCIE)
- Cisco Certified Network Associate
- Cisco Certified Network Professional (CCNP)

Distribution of Industry Demand



Network / Systems Support Specialist: Sample Posting

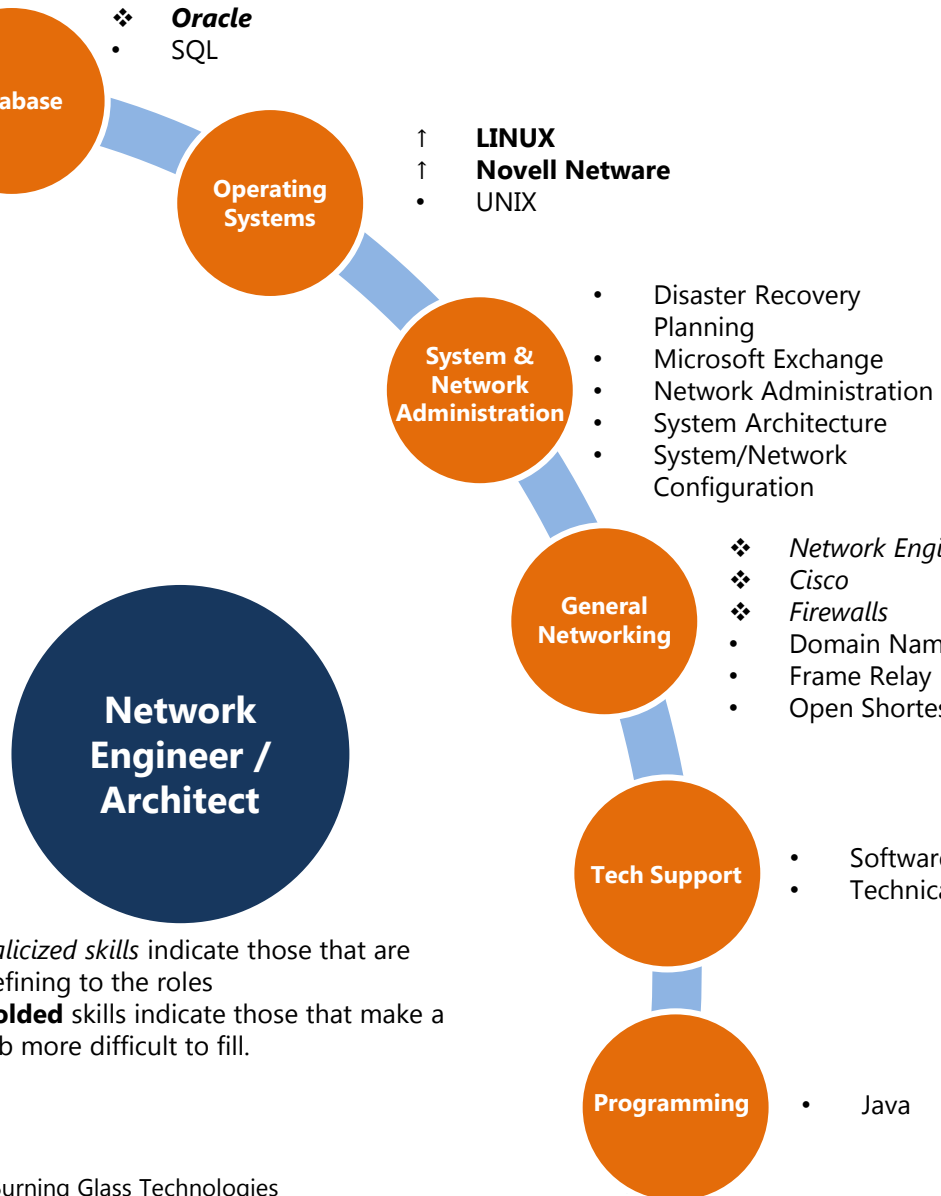


Primary responsibility is customer service and desktop expertise. This role requires strong technical skill set, solid interpersonal and telephone skills, excellent writing skills (for ticket updates, status reporting and process documentation), willingness and ability to 'make things happen' quickly and to do whatever is required to get the job done. Ability to providing high level IT support to busy professionals at all levels.

Experience with the following is required:

- Microsoft desktop technologies (XP, Win 7, Office 2007, Office 2010)
- Desktop build, imaging and deployment
- Basic Windows server administration (Active Directory, Exchange, etc.)
- Network knowledge and troubleshooting skills/experience
- Support mobile devices (Android, iPhone, tables, etc.)
- Support remote sites and VPN connected users
- Support audio and video conferencing
- Computer asset management
- Telephony administration and support
- Experience using a help desk system for incident management and escalation
- Enforce company computer related policies
- System Center Configuration Manager (SCCM) a plus
- Microsoft Lync a plus
- A+ or other certifications are a plus
- 2+years Help Desk and desktop support experience





Occupation Profile

Network Engineer / Architect: Designs and builds computer network systems, including software and hardware. Runs program and system tests, solves technical problems and maintains the network system. Designs and analyzes computer network models.

Common job titles include:

- Solutions Architect
- Technical Architect
- Network Architect
- Infrastructure Engineer
- CITRIX Engineer

National Postings	% BA	% Entry Level
★★★★★ 157,054	● 83%	🕒 5%

Posting Counts

- ★ Below 10,000
- ★★ 10,000-25,000
- ★★★ 25,000-75,000
- ★★★★ 75,000-150,000
- ★★★★★ Above 150,000

- Telecommunications
- ↑ **Transmission Control Protocol / Internet Protocol (TCP / IP)**
- Virtual Private Networking (VPN)
- VoIP
- Wide Area Network (WAN)

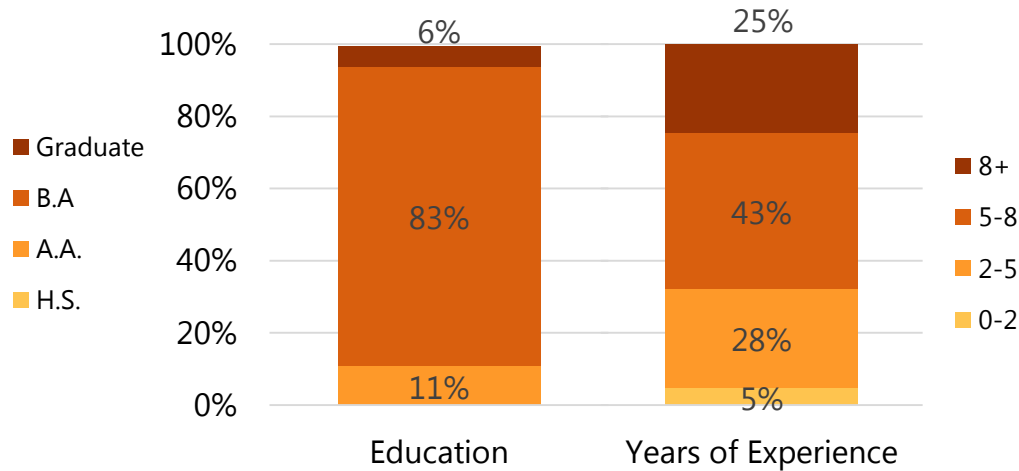
Employability Skills:

- Communication Skills
- Troubleshooting
- Writing
- Organizational Skills
- Planning
- Problem Solving
- Research
- Presentation Skills
- Detail-Oriented
- Leadership

❖ *Italicized skills* indicate those that are defining to the roles
 ↑ **Bolded** skills indicate those that make a job more difficult to fill.



Distribution of Requirements



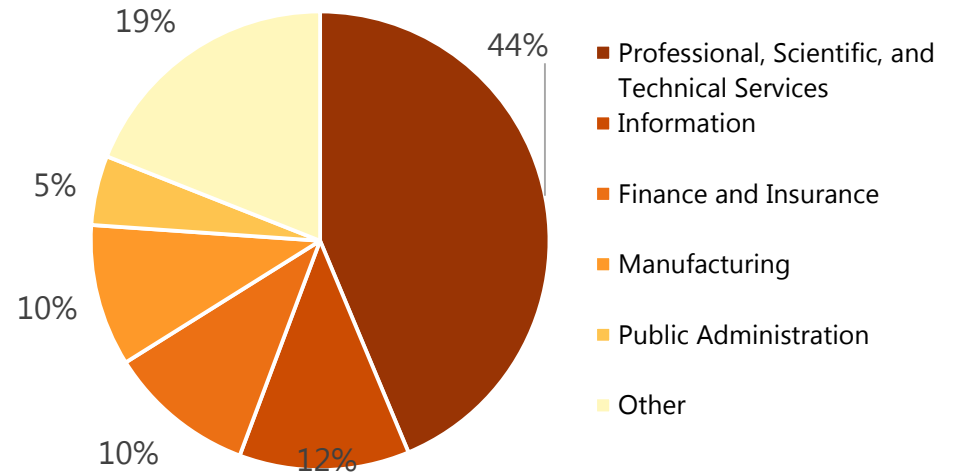
Top Certificates

Cisco Certified Network Associate (CCNA)

Cisco Certified Internetwork Expert (CCIE)

Cisco Certified Network Professional (CCNP)

Distribution of Industry Demand



Network Engineer / Architect: Sample Posting

The Network Engineer/Architect is responsible for the development of architectural strategy, including technology standardization and modernization of enterprise data center and disaster recovery network infrastructure services. This position will provide close coordination with and across multiple IS information security, operations, and business organizations to ensure network architecture, design, engineering, and security services are optimized for delivery of various service offerings.

Job Requirements

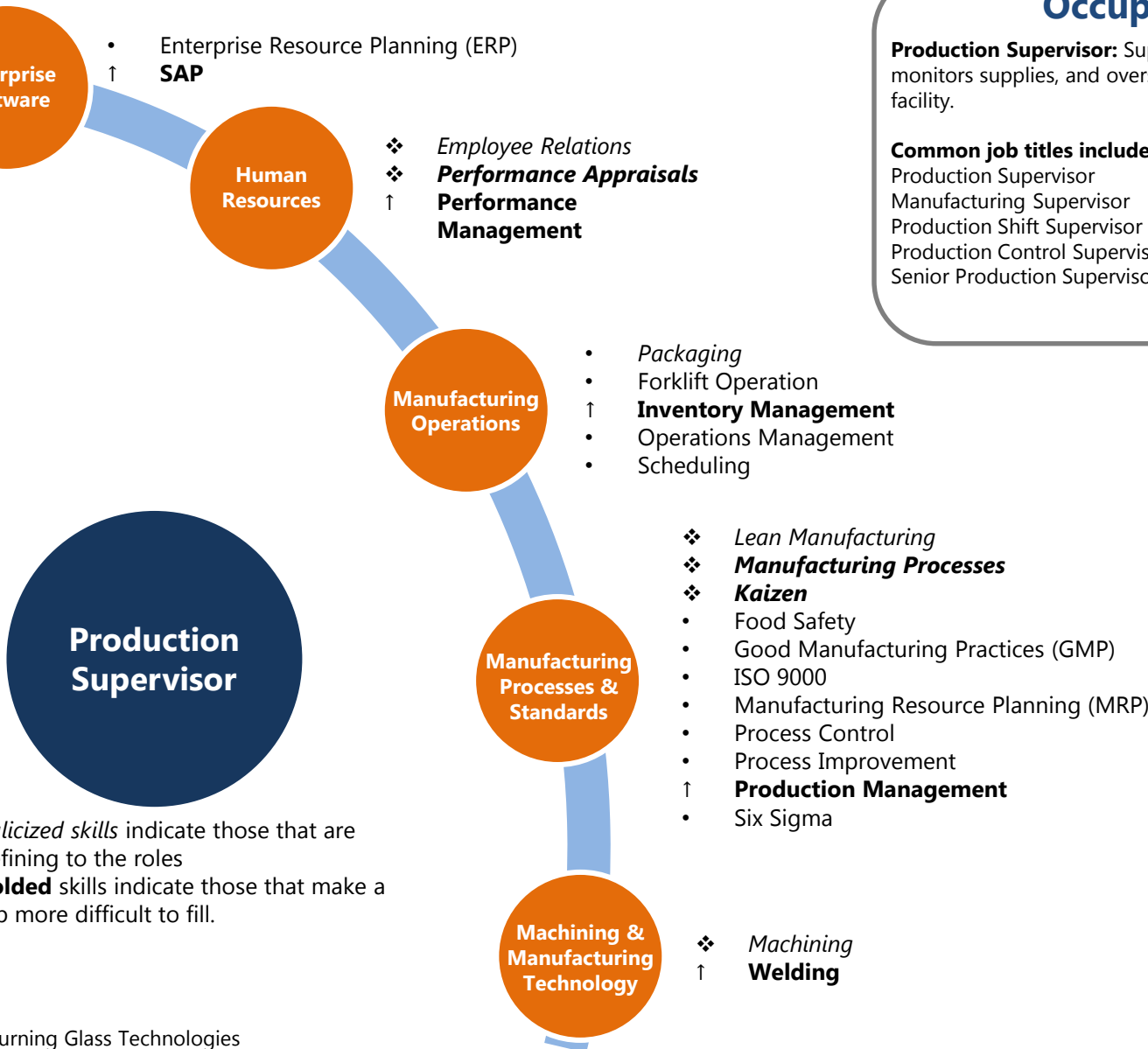
Highly preferred: Bachelors degree and 5+ years experience in investigating, deploying, and optimizing LAN/WAN technologies required.

The candidate must possess outstanding interpersonal skills, presentation skills, and writing skills. Strong working knowledge of network management/analysis tools and operating systems required.

Proficient in network architecture, design and engineering in areas of expertise including:

- Strong technical, analytical, and organizational skills associated with planning, design, and implementation of customer services in a Cloud computing environment.
- Strong technical and non-technical communication and interpersonal skills.
- A strong background in network administration and Internet technologies
- Five to ten years experience with network design and strategic network planning. Ideal candidate is able to build and maintain designs to align to big picture direction of the overall enterprise strategy AND provide daily operational support as required.
- Expertise on the following platforms: Cisco ASA and Palo Alto firewalls, F5 Viprion (LTM,GTM,AFM) Cisco Nexus 7k/5k/2k and Cisco catalyst switches.
- Heavy F5 LTM/GTM/AFM hands-on and architecture experience is a must, experience with APM and ASM is a plus.
- Strong technical knowledge of various technologies such as DMVPN, LAN/WAN QoS, Nexus VPC/FabricPath, F5 iRules, and network virtualization
- Technical knowledge of network security infrastructure process and procedures including firewall and network security design best practices.
- CCNP or CCDP certification preferred.
- Experience with packet/protocol fault analysis for common IP and Ethernet protocols using network traces or sniffer captures
- Strong project management skills and experience managing projects at remote locations.
- Strong self-motivator who works equally well alone and within a team.
- Stays current on all technology trends and products both via formal training and independent learning.
- A proven track record of managing multiple projects through all life-cycle phases.
- Able to clearly communicate plans, alternatives, and recommendations in both written and verbal form.
- Produce detailed conceptual and logical architectures that meet business and technical requirements.





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Occupation Profile

Production Supervisor: Supervises workers and production schedules, monitors supplies, and oversees quality assurance at a production facility.

Common job titles include:

- Production Supervisor
- Manufacturing Supervisor
- Production Shift Supervisor
- Production Control Supervisor
- Senior Production Supervisor

National Postings	% BA	% Entry Level
★★★ 28,516	🌓 57%	🕒 9%

Posting Counts

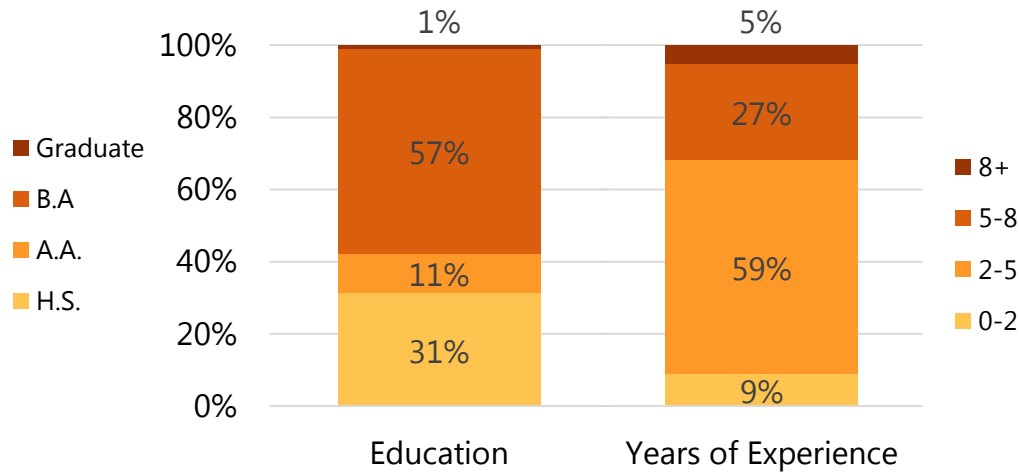
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

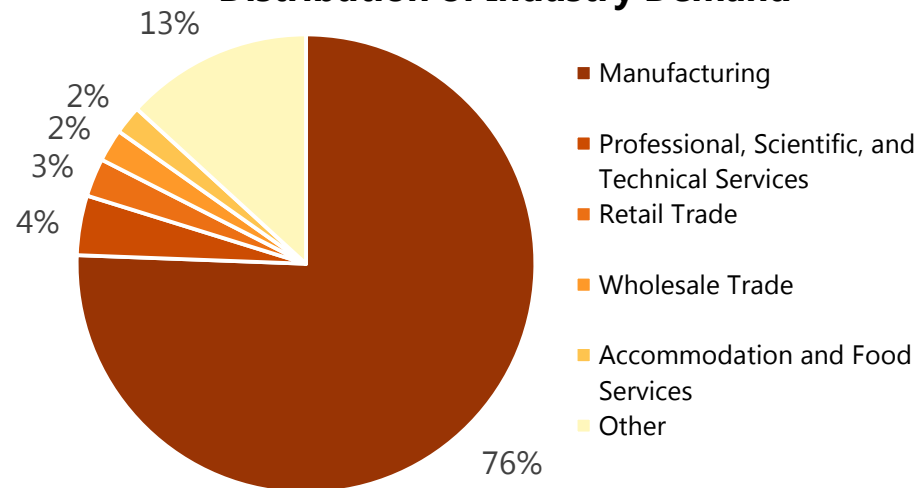
- Supervisory Skills
- Communication Skills
- Organizational Skills
- Problem Solving
- Planning
- Quality Assurance and Control
- Microsoft Office
- Microsoft Excel
- Computer Skills
- Writing



Distribution of Requirements



Distribution of Industry Demand



PURPOSE

Manage a production area by ensuring quality standards are adhered to including a safe work environment; by planning and prioritizing the daily work schedules to maintain production schedules, and by meeting plant and business objectives such as yield and efficiency.

Key Responsibilities:

- Work as part of a core team concept comprised of Production Supervisor, Quality Engineer and Manufacturing Engineer. While Quality Engineer and Manufacturing as not direct reports of the Production Supervisor, the production supervisor should be seen as guiding the triad direction.
- Meet quality objectives by ensuring compliance to quality systems and partner with Quality function as necessary.
- Develop and communicate departmental goals in order to achieve effective core 5 metric performance and administer the Employee Incentive Program.
- Investigate root cause(s) of non-conformances (i.e. NCMR, audit, etc.), identify and execute corrective actions by expected completion date(s).
- Work closely with cross-functional groups to develop continuous improvement plans (i.e. engineering, calibration, materials management, equipment engineering and quality) in order to achieve plant and departmental objectives.
- Ensure integrity of data systems (i.e. Kronos, SAP, LMS, TRS, PDM, etc.).
- Will supervise or coach direct labor operators and technicians. Trains and/or provides work direction to technicians and manufacturing personnel.

Quality System Requirements :

- Assures that appropriate resources (personnel, tools, etc.) are maintained in order to assure Quality System compliance and adherence to the BSC Quality Policy.
- Establishes and promotes a work environment that supports the Quality Policy and Quality System.

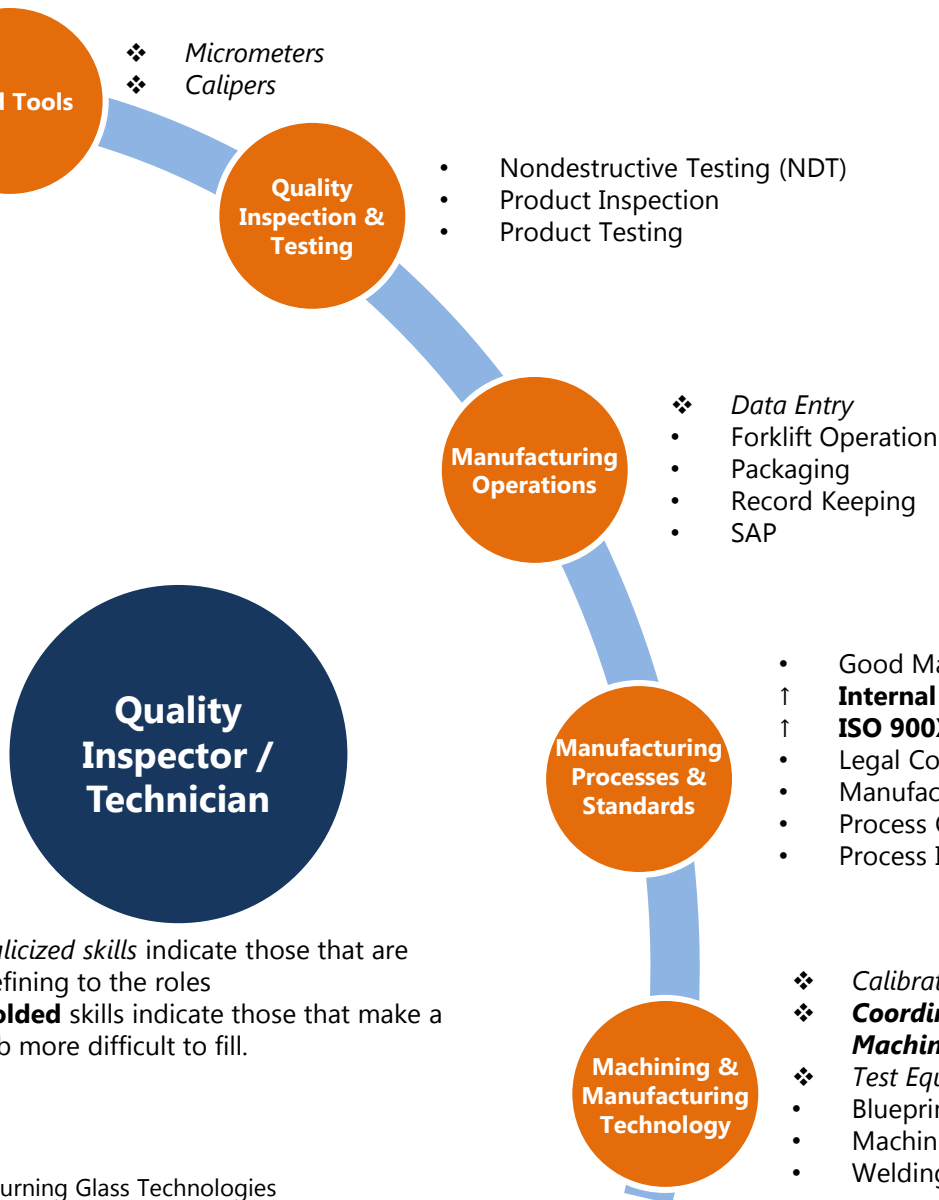
Management Requirements:

- May lead a group or team of employees in the achievement of organizational goals. Guide, coach, direct, and develop direct reports, and if applicable, drive those practices throughout their organization.
- Foster a diverse workplace that enables all participants to contribute to their full potential in pursuit of organizational objectives.
- May direct and control the activities and budget of one or more functional areas, divisions, product groups, projects/programs and/or operations
- Monitor and ensure compliance with company policies and procedures

Requirements

- BS/BA Degree in related field
- Minimum of 3 year of technical professional experience and 0-3 years people management experience.





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 ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Quality Inspector / Technician: Inspects and evaluates products according to company quality control standards. Inspects goods or packaging in a production or manufacturing facility.

Common job titles include:

- Quality Inspector
- Quality Assurance Specialist
- Quality Technician
- Quality Control Inspector
- Quality Control Technician

National Postings	% BA	% Entry Level
★★★ 67,636	☾ 36%	☾ 21%

Posting Counts

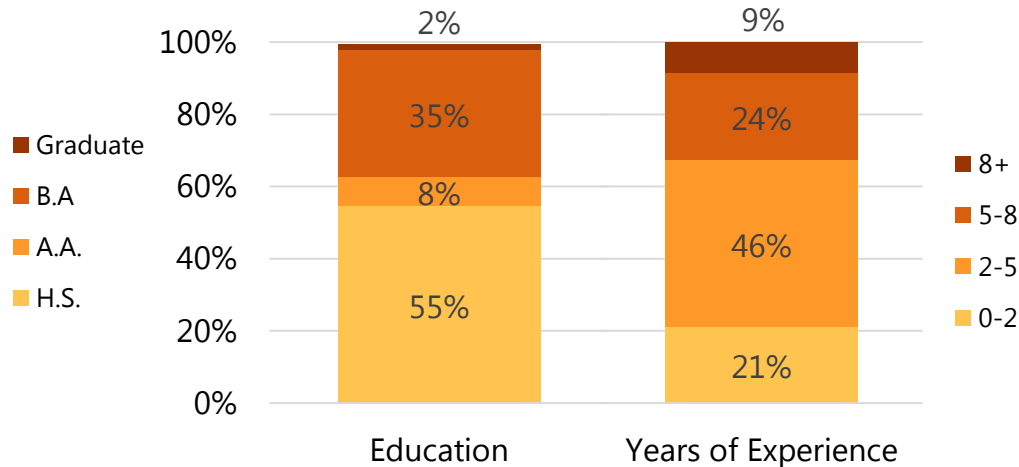
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

- Quality Assurance and Control
- Communication Skills
- Microsoft Excel
- Writing
- Organizational Skills
- Computer Skills
- Detail-Oriented
- Microsoft Office
- Problem Solving
- Mathematics



Distribution of Requirements

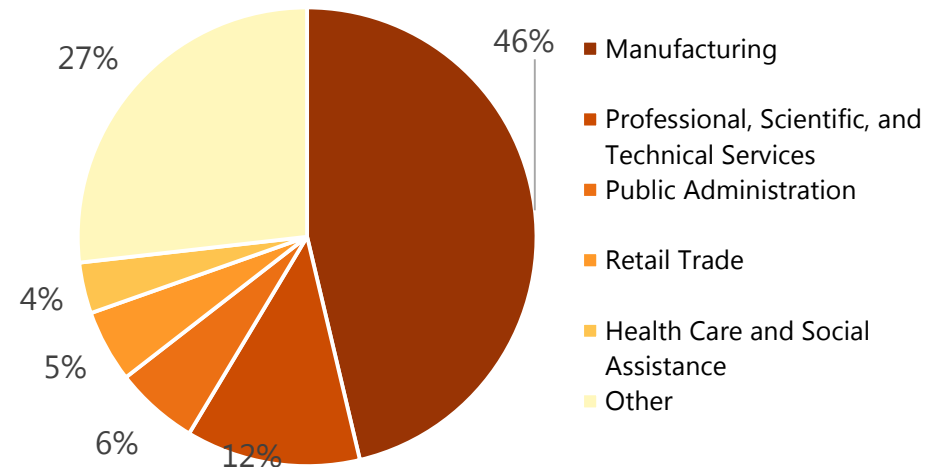


Top Certificates

American Society of Mechanical Engineers (ASME) Certified

American Society For Quality (ASQ) Certification

Distribution of Industry Demand



SUMMARY:

The Quality Inspector will perform routine checks, tests, gauging, and instrument inspections of materials, goods in process, and finished goods. Initiate NMRs as required; create certificates of conformance for manufactured products and resale products.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs AS9102 First Article Inspection conformities and fills out appropriate documentation
- Inspect visually for obvious defects
- Identify defects and segregate from acceptable product. Initiates NMRs as required
- Notify Production Supervisor and Quality Manager when inspection data exceeds acceptable limits or when major incidents of poor quality are noted
- Record results on inspection forms
- Adhere to all AAR Composites Safety Procedures and Safety Accountabilities (Ref. SP-011)
- Performs internal systems, process and product audits as scheduled
- Other duties as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

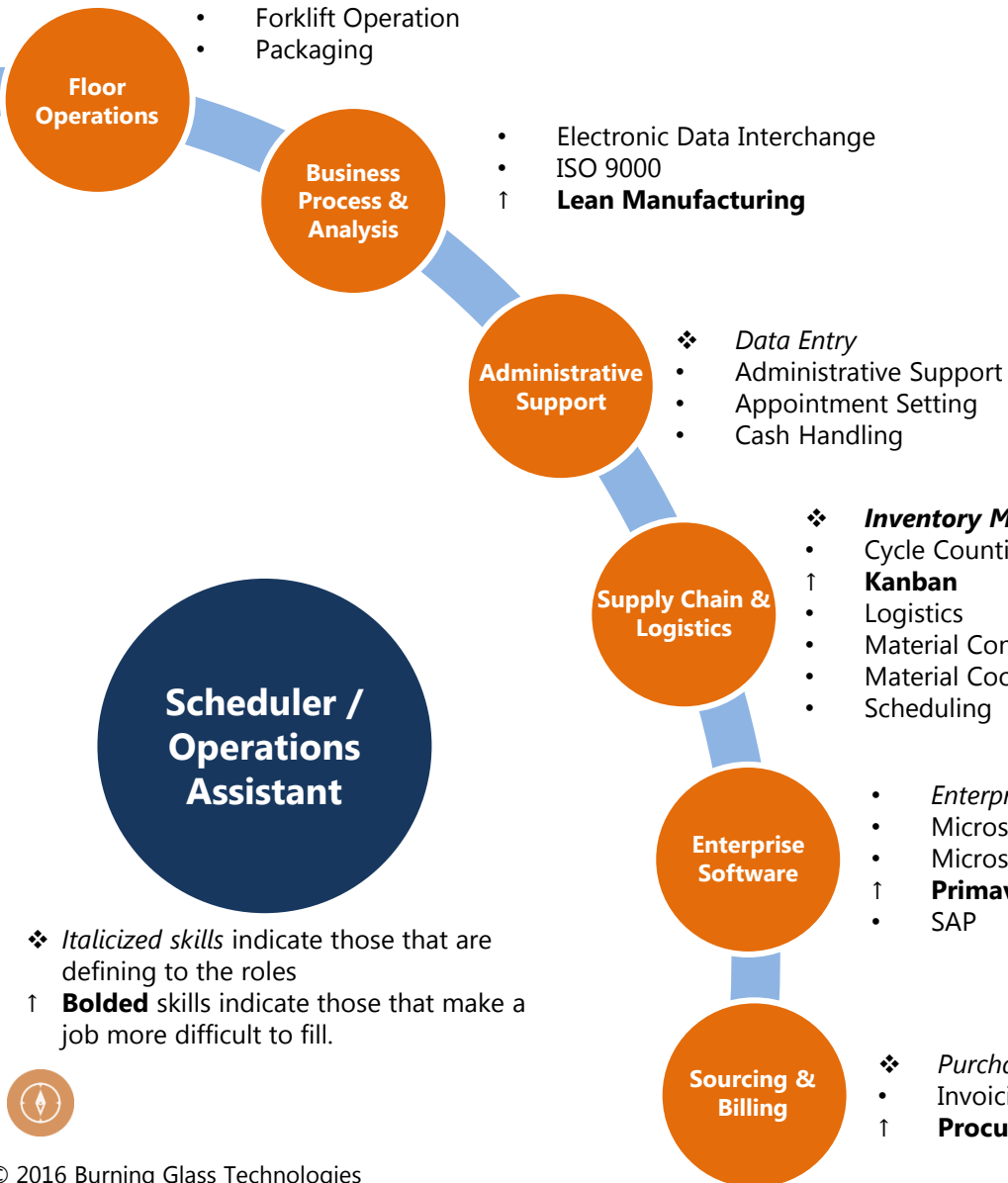
EDUCATION and/or EXPERIENCE:

- Associate's degree in Engineering or related discipline or five years experience as an inspector
- American Society for Quality Certified Mechanical Inspector a plus
- Use inspection gauges and test equipment
- Knowledge of ISO 9001 and AS 9100 Quality Systems; AS9102 First Article Inspection Conformities
- Knowledge of Geometric Dimensioning & Tolerancing (GD&T) and blueprint reading
- Internal Auditing experience desired, but not required
- Proficiency Microsoft Office, including Word, Excel, Outlook, PowerPoint and Access

CMM and FARO Arm experience is a plus



Scheduler / Operations Assistant



❖ *Italicized skills* indicate those that are defining to the roles
 ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Scheduler / Operations Assistant: Provides scheduling and logistical support for an office, company or organization. May specialize in scheduling required for production or for administrative work.

Common job titles include:

- Scheduler
- Production Assistant
- Production Coordinator
- Appointment Setter
- Master Scheduler

National Postings	% BA	% Entry Level
★★★★★ 91,225	☾ 46%	☾ 28%

Posting Counts

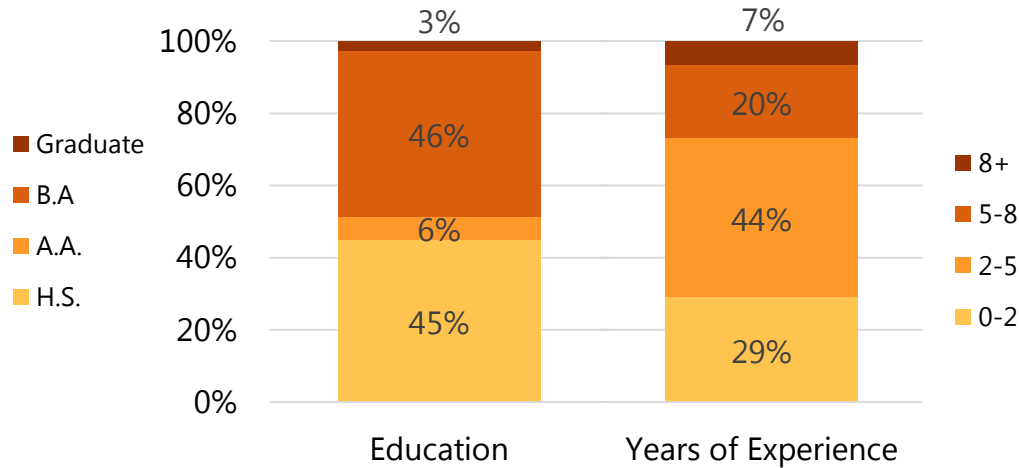
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

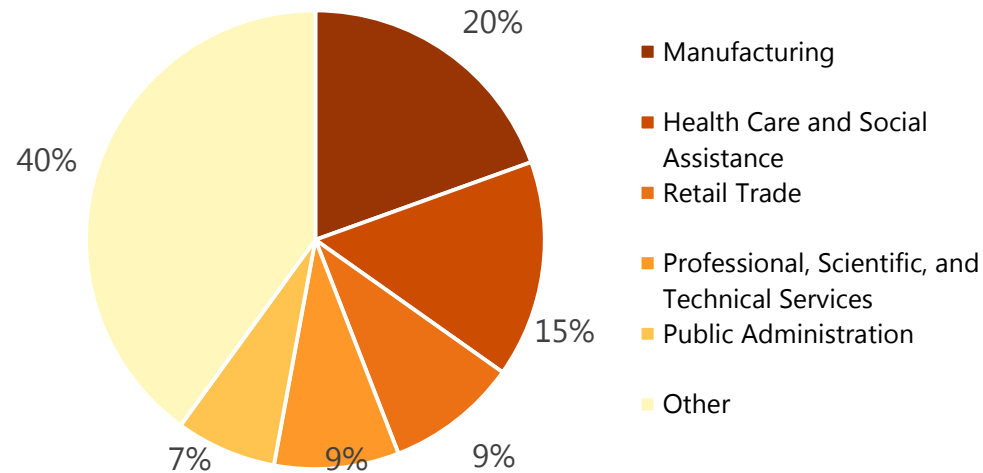
- Communication Skills
- Organizational Skills
- Writing
- Planning
- Detail-Oriented
- Computer Skills
- Problem Solving
- Multi-Tasking
- Research
- Time Management



Distribution of Requirements



Distribution of Industry Demand



RESPONSIBILITIES:

- Assign incoming closing requests to our closers based on analysis of availability, closer preference, type of closing, package pick up and location of closing
- Adjust closing requests accordingly when date, time and/or location change
- Field incoming e-mails, phone calls and text messages from customers and/or closers
- Assist with closer communication to client when necessary
- Organize, plan and strategize in an effort to maximize the use of each available closer

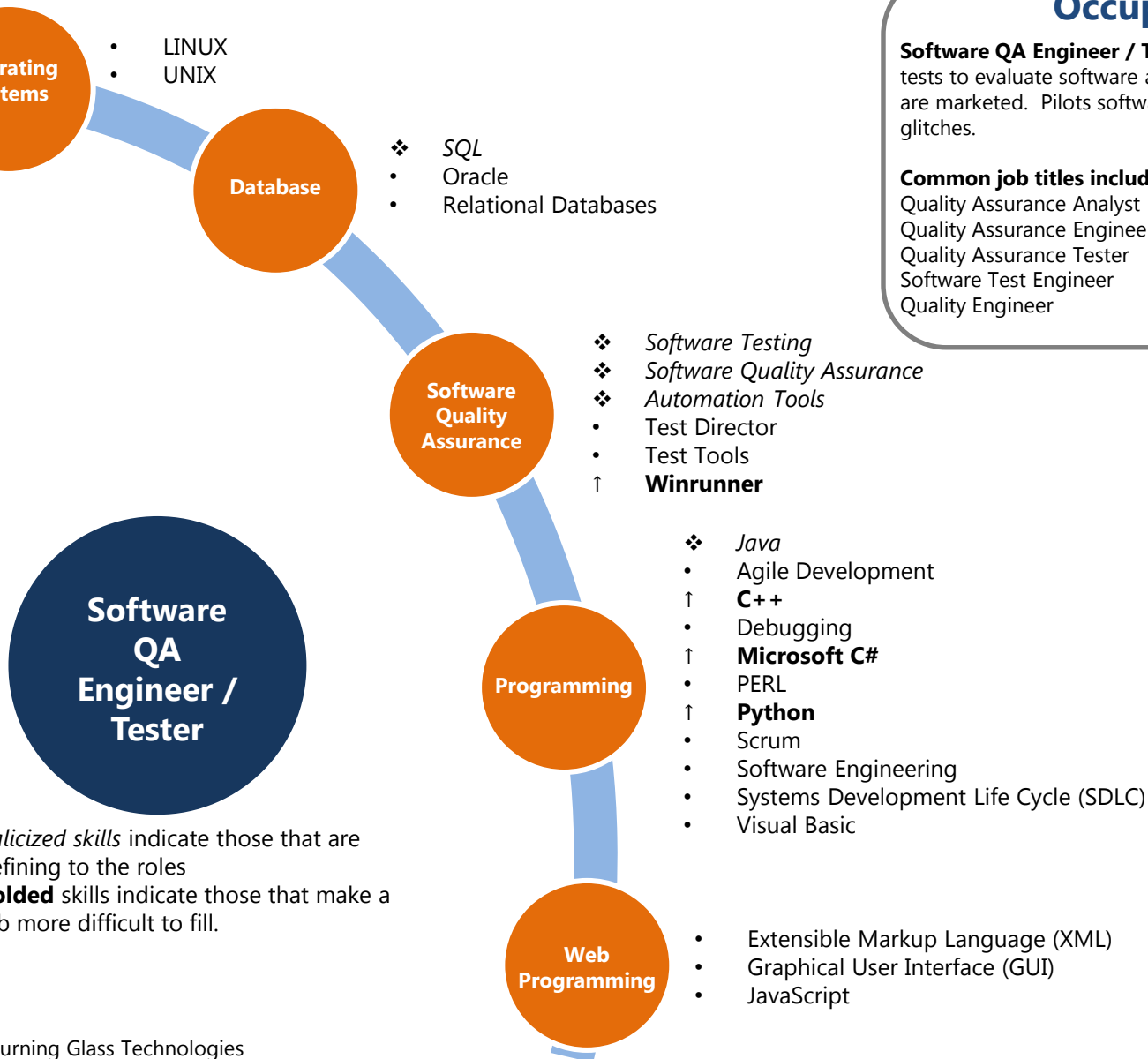
Job Requirements

- **Communication Skills:** Schedulers will need to effectively speak with coworkers and customers on a regular basis.
- **Critical-Thinking Skills:** Schedulers will need to devise plans of action and asses those plans regularly.
- **Organizational Skills:** Multiple orders, people and many moving pieces will keep schedulers on their toes.
- **Problem-Solving Skills:** Schedulers will need to be ready when problems arise, or be ready to anticipate problems before they happen.

EXPERIENCE:

- Title Industry experience preferred (closings and/or processing)





❖ *Italicized skills* indicate those that are defining to the roles

↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Software QA Engineer / Tester: Designs and runs in-depth diagnostic tests to evaluate software and check for problems before new products are marketed. Pilots software and applies tests to check for errors and glitches.

Common job titles include:
 Quality Assurance Analyst
 Quality Assurance Engineer
 Quality Assurance Tester
 Software Test Engineer
 Quality Engineer

National Postings	% BA	% Entry Level
★★★★ 127,708	🕒 84%	🕒 8%

Posting Counts

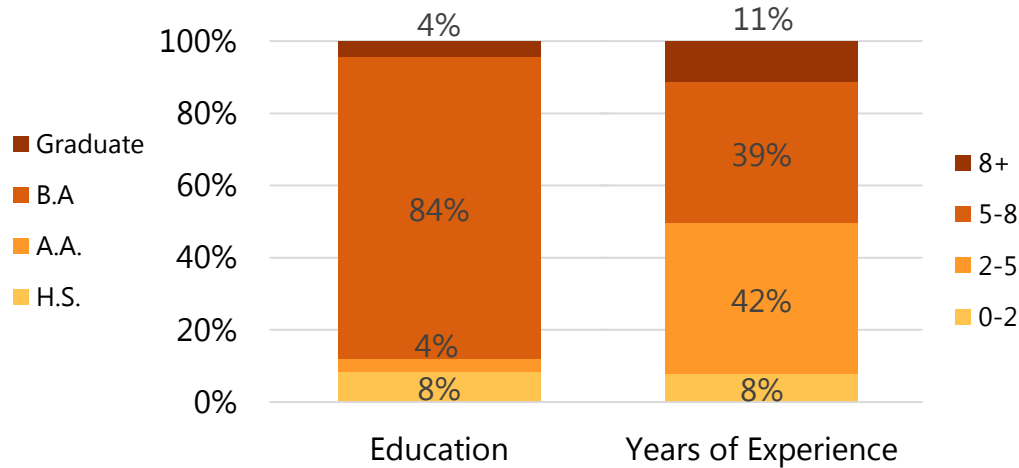
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

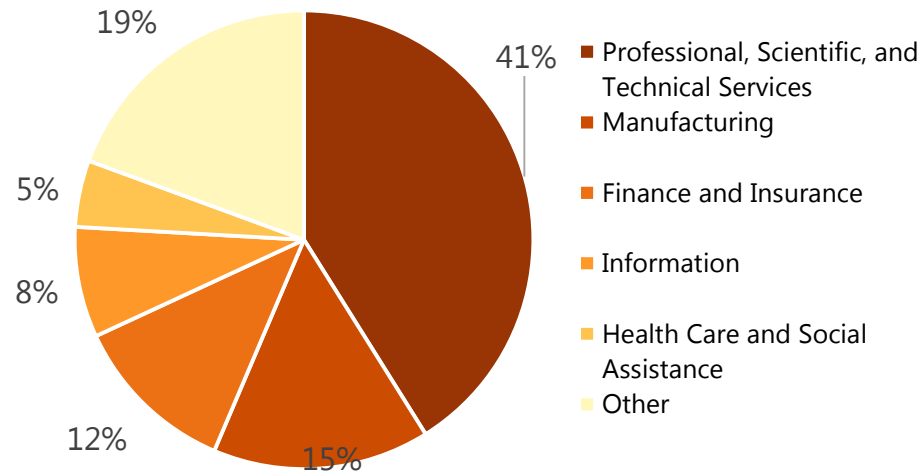
- Quality Assurance and Control
- Communication Skills
- Writing
- Problem Solving
- Organizational Skills
- Planning
- Detail-Oriented
- Troubleshooting
- Research
- Analytical Skills



Distribution of Requirements



Distribution of Industry Demand



We are looking for an experienced tester to work as part of our expanding quality assurance group. In this role you will be responsible for defining test approaches and test plans for assigned functional test areas, expanding our current test cases and executing required tests. You will own complete functional areas and must be able to define test approaches and strategies, as well as execute functionality, compatibility, Integration and reliability testing for both mobile and desktop applications.

Key Qualifications

- Knowledge of the iPhone OS
- Experience testing mobile applications.
- Testing applications with OS X and Windows based platforms.
- Must have a working knowledge of SQA methodologies and practices.
- Proven bug detection and regression skills.
- Working closely with a large team of testers & developers.
- Reporting and tracking bugs & third-party issues.
- Extensive use of QA tools and automation.
- Comfortable and adaptable in a fast-paced and informal environment.
- Bachelors degree or equivalent experience.

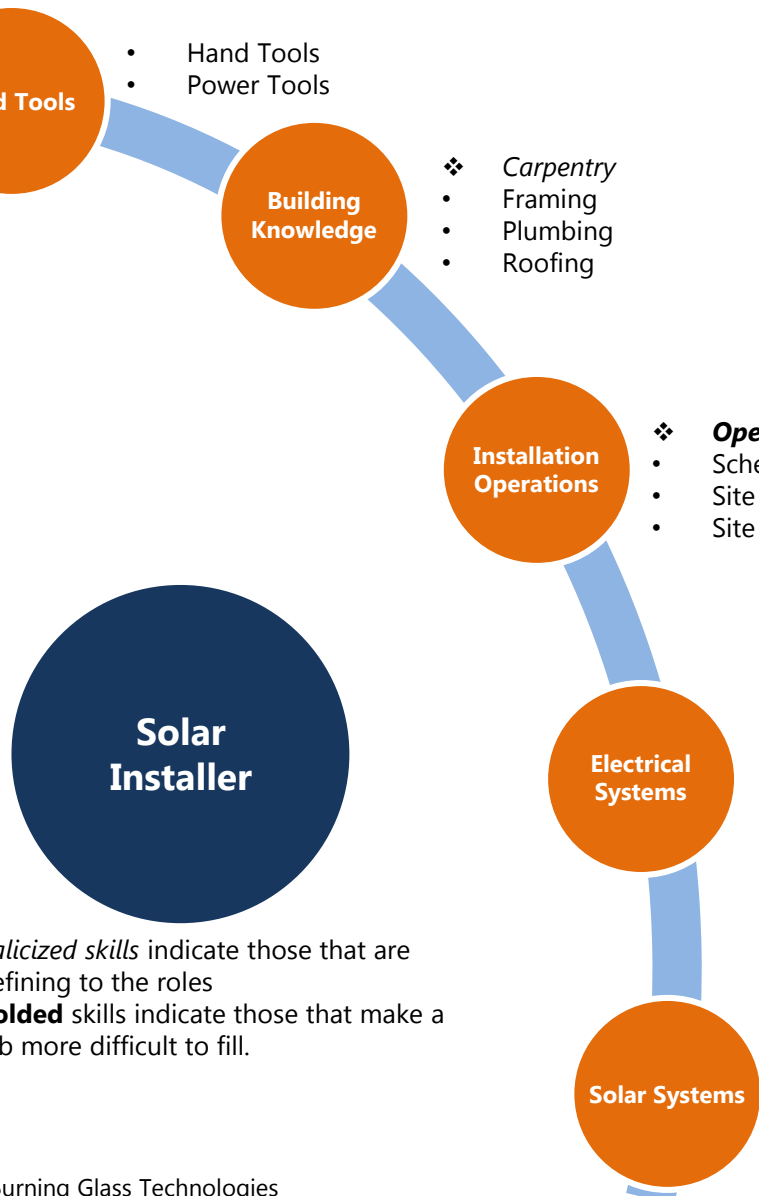
Description

This position requires a self-motivated and dynamic individual with strong technical and communication skills who can contribute in a team environment. In addition, this position requires someone who is very detailed oriented, can juggle manual as well as automation testing, and can work in a fast-paced testing environment.

Education

BS in Computer Science or equivalent work experience





Hand Tools

- Hand Tools
- Power Tools

Building Knowledge

- ❖ *Carpentry*
- Framing
- Plumbing
- Roofing

Installation Operations

- ❖ **Operations Management**
- Scheduling
- Site Assessments
- Site Surveys

Electrical Systems

- ❖ *Electrical Wiring*
- ❖ *Inverters*
- Conduit Bending
- Electrical Experience
- Electrical Work
- ↑ **Schematic Diagrams**
- Wiring

Solar Systems

- ❖ *Photovoltaic (PV) Systems*
- ❖ *Solar Photovoltaic Installation*
- ❖ *Solar Panels*
- Solar Installation
- Solar Systems

❖ *Italicized skills* indicate those that are defining to the roles
 ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Solar Installer: Installs solar energy systems for homes or larger buildings. Mounts frames and solar panels on the roof; may install and connect electrical wiring and power storage batteries.

Common job titles include:

- Solar Installer
- Solar Photovoltaic Installer
- Entry Level Solar Installer
- Senior Solar Photovoltaic Installer
- Solar PV Installer

National Postings	% BA	% Entry Level
★ 4,499	🕒 29%	🕒 54%

Posting Counts

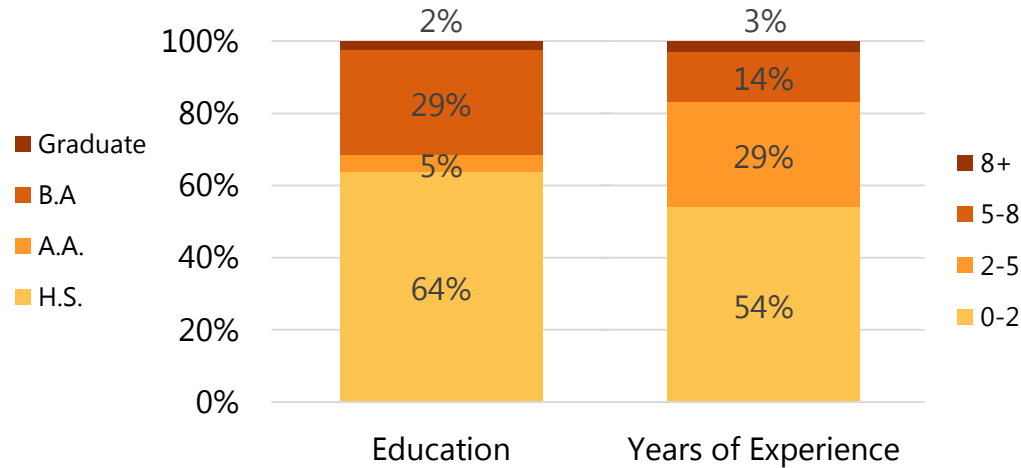
- ★ Below 10,000
- ★★ 10,000-25,000
- ★★★ 25,000-75,000
- ★★★★ 75,000-150,000
- ★★★★★ Above 150,000

Employability Skills:

- Communication Skills
- Customer Service
- Writing
- Organizational Skills
- Microsoft Office
- Computer Skills
- Positive Disposition
- Creative Problem Solving
- Detail-Oriented
- Time Management



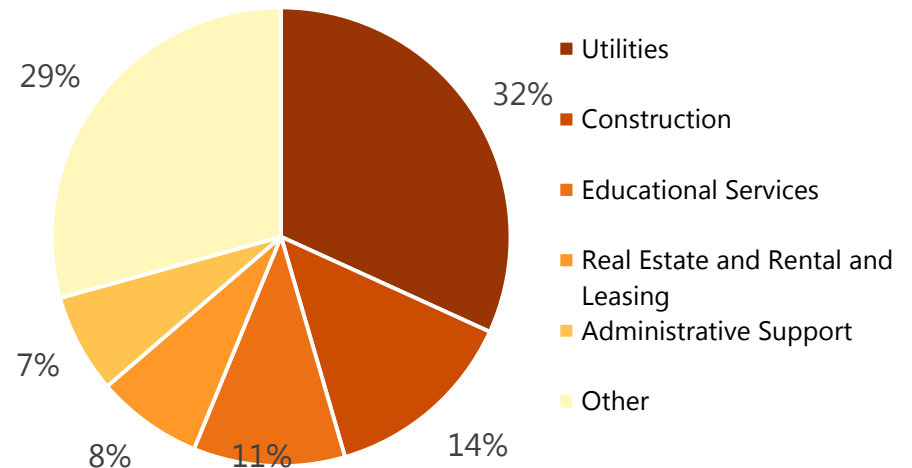
Distribution of Requirements



Top Certificates

North American Board of Energy Practitioners (NABCEP)

Distribution of Industry Demand



Overview

Seeking applicants to install residential grid-tied PV systems. In this position, the PV Installer will provide support to the crew lead of the installation team, communicate job status data to the operations management, and ensure the completion of installation of all solar arrays/systems.

Responsibilities

- Pulling inventory for each installation job
- Pre-assemble job components in the warehouse
- Layout and assembly of solar modules / array and mounting hardware
- Mechanical/structural mounting of racking, modules and electrical equipment
- Electrical wiring of solar array/system (AC and DC)
- Document completion of completed installation
- Clean up of job site
- Attend mandatory training sessions on new products, installation methodology and safety
- Additional duties required as needed

Qualifications

- 1 year of roof work, general construction, or carpentry required
- Previous solar experience strongly preferred
- Must be able to lift 50lbs
- Ability to work in extreme environments (example: hot sun, cold, crawl spaces, etc)
- Must be willing and able to climb ladders, stairs, work on rooftops and able to work on your feet for long periods of time
- Basic computer skills including familiarity with Microsoft Office programs
- High school diploma or GED required
- Excellent written and verbal communication skills required
- Excellent customer service skills required
- Thrive in a team environment
- Regular, reliable and predictable attendance required
- Must have a valid state driver's license
- Must have a clean driving record (example- no DUI in the last 5 years)
- Must be able to successfully pass a pre-employment criminal, driving and drug screen



Operations

- Scheduling
- Training Programs

Repair Equipment

- ↑ **Backhoes**
- Equipment Operation
- Forklift Operation
- Hoisting Equipment
- Machinery
- Plows

Hand Tools

- Hand Saws
- Hand Tools
- Power Drills
- Power Grinders
- Power Tools

Transportation Maintenance

- ❖ *Highway Maintenance*
- ↑ **Highway Construction**
- Cleaning
- Erosion Control
- Inspection

Transportation Maintenance Worker

- ❖ *Italicized skills* indicate those that are defining to the roles
- ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Transportation Maintenance Worker: Provides maintenance for highway systems and state and local roads, including repairs to pavement, bridges, signs and signals; assists with clearing roads.

Common job titles include:

Flagger
 Traffic Control Specialist - Flagger
 Flaggers
 Certified Flagger
 Asphalt Raker

National Postings	% BA	% Entry Level
★ 1,765	○ 0%	◐ 51%

Posting Counts

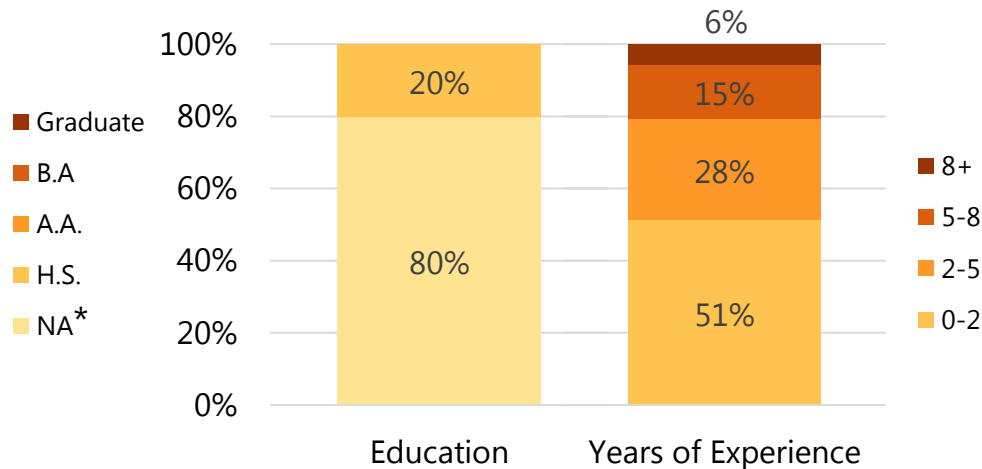
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

- Communication Skills



Distribution of Requirements



Note: 80% of job postings do not specify any education requirements.

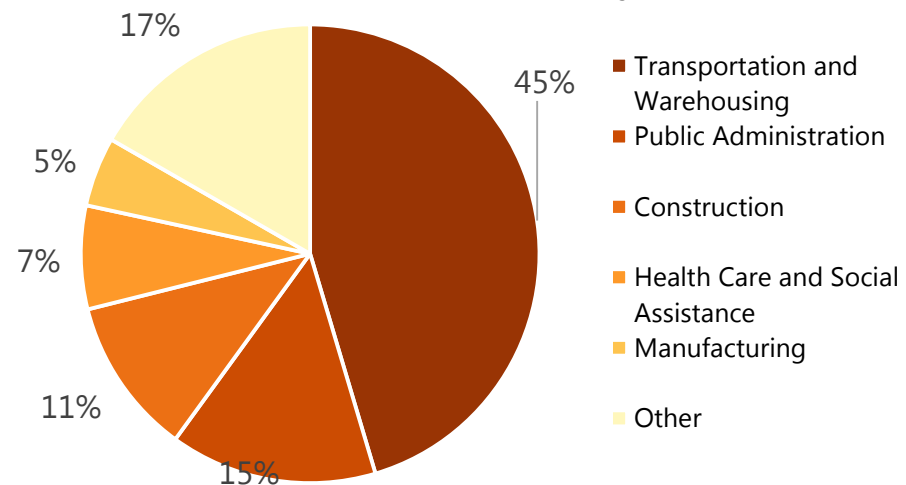
Postings specifying education requirements take **15% longer to fill**.

Top Certificates

Commercial Driver's License

Certified Flagger

Distribution of Industry Demand



Job description:

The City is currently accepting applications for Streets & Drainage Crew Worker. This position performs a combination of semi-skilled, manual labor tasks in the maintenance, installation, construction and general repair of city streets, public works facilities and other public service facilities.

Responsibilities include:

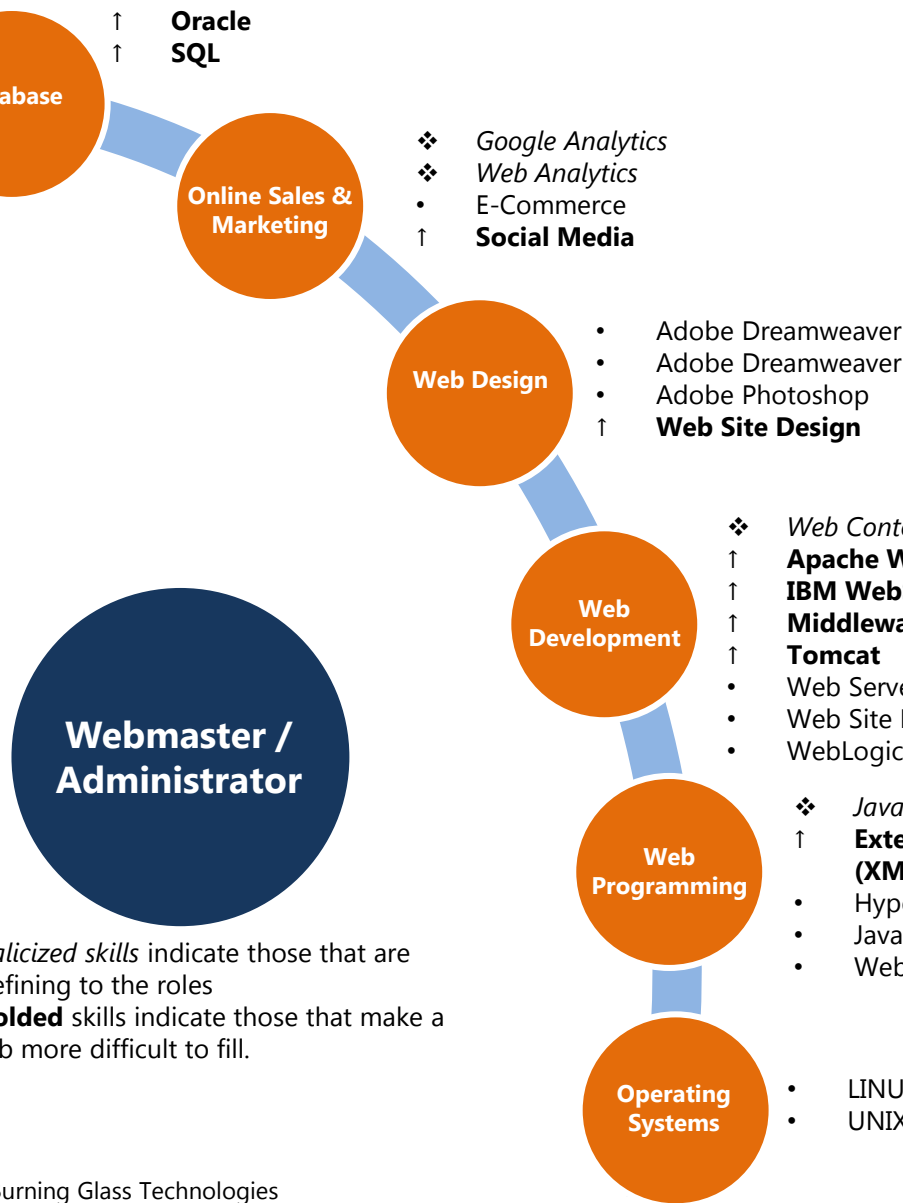
- Prepares streets for patching and resurfacing; applies oil, asphalt, concrete, gravel, and other materials, which includes hand sweeping of street surfaces, loading and unloading materials, raking and shoveling of asphalt, and applying sealant to road cracks.
- Operates construction equipment such as but not limited to dump trucks, rollers, motor graders, front end loaders, pavers, excavators, forklifts, bulldozers, graders, aerial lift trucks, water trucks, backhoe, sweepers and power tools such as compressors, jack hammers, paint sprayers, asphalt grinders, and concrete saws.
- Conducts traffic control when working in high traffic areas of the City; installs street barricades and cones prior to the performance of maintenance or repair activities; directs and control traffic around work sites.
- Performs manual maintenance, such as, but not limited to: patching, burning weeds, installing and repairing road signs, mending fences, cleaning culverts and ditches, and other roadside maintenance.
- Operates lawn equipment such as but not limited to; zero turn mowers, weed eaters, edgers, blowers, hand tools, etc.
- Responds to emergency situations, as needed, involving accidents, road spills, debris, or other situations
- Assists in performing standard preventative maintenance on all departmental equipment.
- Performs related duties as required.

Job Requirements

Education, training, experience:

- High School Diploma or GED is preferred, but not required.
- At least one (1) year of related work experience performing work in as a general laborer, in a skilled trades or construction related industry is preferred, but not required.
- Requires a Class C driver's license with a good driving record as measured by the City's evaluation system. Must be able to obtain a with the ability to obtain a Class A or B commercial driver's license within timeframe set by department.





❖ *Italicized skills* indicate those that are defining to the roles
 ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Webmaster / Administrator: Maintains websites for companies and organizations. Updates content, checks for broken links or problems with operating the site. May respond to user comments.

Common job titles include:

- Webmaster
- WebSphere Administrator
- Web Analyst
- Web Administrator
- WEBLOGIC Administrator

National Postings	% BA	% Entry Level
★★ 10,655	● 81%	🕒 5%

Posting Counts

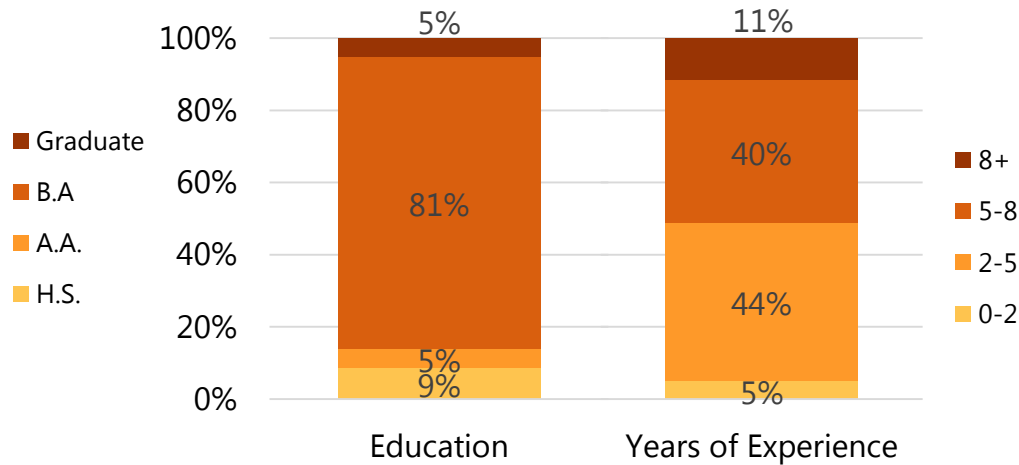
- ★ Below 10,000
- ★★ 10,000-25,000
- ★★★ 25,000-75,000
- ★★★★ 75,000-150,000
- ★★★★★ Above 150,000

Employability Skills:

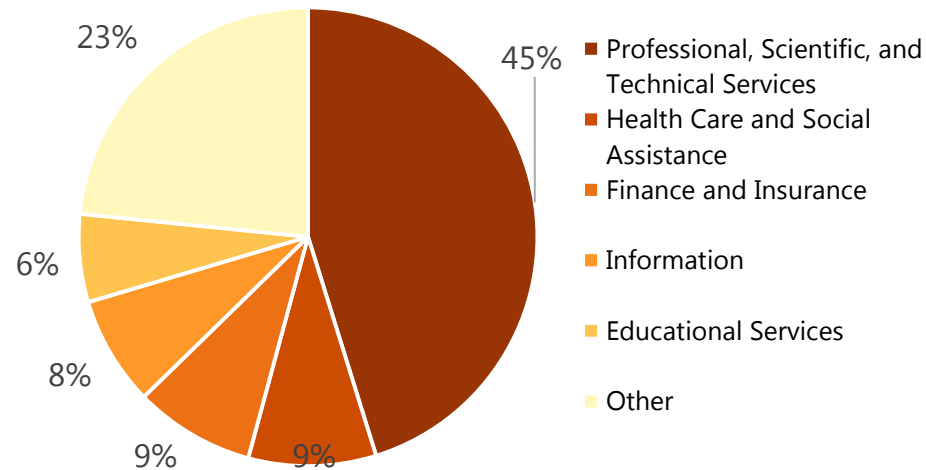
- Communication Skills
- Writing
- Troubleshooting
- Organizational Skills
- Problem Solving
- Planning
- Detail-Oriented
- Research
- Editing
- Creativity



Distribution of Requirements



Distribution of Industry Demand



Job Description

Work on complex Web Application implementations and manage the Web server environment and security. Manage Internet access and maintain the Web environment for the company. Perform some Unix system maintenance, providing high level technical support for end users and internal staff. Supports and assists in other areas of systems administration and networking. Requires limited instruction and guidance on complex projects. Regularly provides and assists in training less experienced Web Administrators. Will take the lead on some projects. Responsible for all Web Applications which include JBoss, Apache, SharePoint, Sybase EA servers, and any other Enterprise Middleware Technology in ILG. Responsibilities include management of all applications throughout the life cycle (QA, DEMO, Staging, and Production) which entails the setup, configuration, upgrades, tuning, deployments and troubleshooting. Scripting and Automation experience is required in order to automate and improve all tasks and applications. Understanding and ability to develop internal tools is a plus. Required to research industry standards and work with the team to meet business needs. Requires working in a 24x7 on call rotation. Regularly operates under deadlines and possible heavy workloads.

Requirements

- 10 or more years in a related computer field with at least 5 years in Web application platforms in an enterprise multi-platform environment.
- Jboss
- Apache
- SharePoint
- Monitoring tools (Wily, Splunk, etc.)
- F5 knowledge
- Linux scripting (Perl, bash, etc.)
- Java/JVM tuning
- Datapower
- Webservices (SOA) a plus
- Strong problem solving and troubleshooting skills
- Disaster Recovery
- VMWare
- Java, PHP, etc. Development a plus



Manufacturing Operations

- Forklift Operation

Hand Tools

- Band Saw
- Calipers
- Hand Tools
- Measuring Tape
- Power Tools

Welding

- ❖ *Welding*
- ❖ *MIG and TIG Welding*
- ❖ *Flux Core Welding*
- ❖ **Gas-Metal Arc Welding (GMAW)**
- ❖ *Pipe Welding*
- ❖ *Gas-Tungsten Arc Welding (GTAW)*
- Arc Welding
- Shielded Metal Arc Welding (SMAW)
- Soldering
- Spot Welding
- Stick Welding
- Welding Equipment

Machining & Manufacturing Technology

- ❖ *Blueprints*
- Computer Numerical Control (CNC)
- Drill Presses
- Grinders
- ↑ **Lathes**
- Machining
- Robotics

Welder / Solderer

❖ *Italicized skills* indicate those that are defining to the roles
 ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Welder / Solderer: Uses welding equipment to solder or heat and bind pieces of metal together.

Common job titles include:

- Welder
- MIG Welder
- Welder Fabricator
- TIG Welder
- Pipe Welder

National Postings	% BA	% Entry Level
★★★ 34,208	○ 0%	🕒 31%

Posting Counts

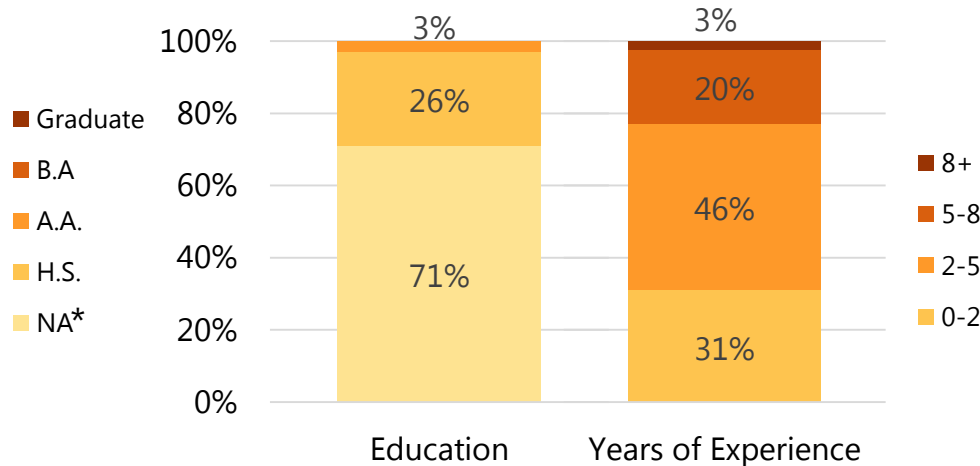
- ★ Below 10,000
- ★★ 10,000-25,000
- ★★★ 25,000-75,000
- ★★★★ 75,000-150,000
- ★★★★★ Above 150,000

Employability Skills:

- Mathematics
- Communication Skills
- English
- Detail-Oriented
- Organizational Skills
- Troubleshooting
- Quality Assurance and Control



Distribution of Requirements



Note: 71% of job postings do not specify any education requirements.

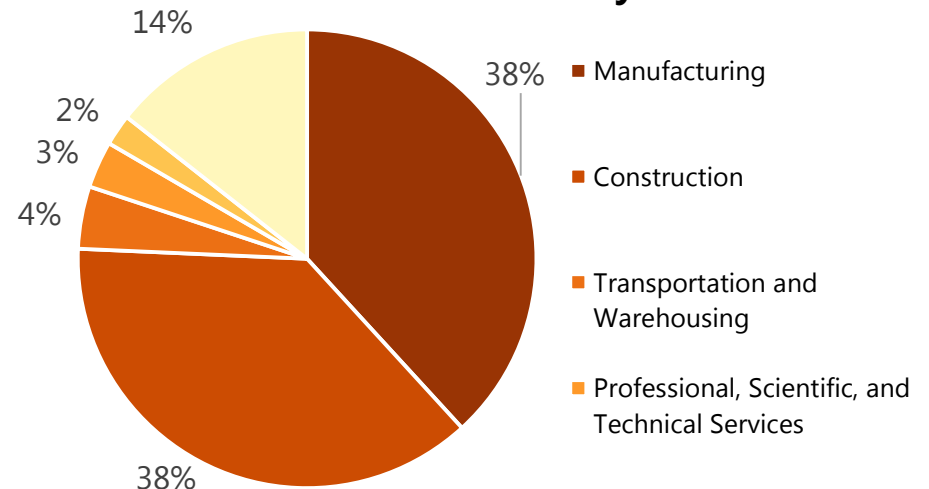
Postings specifying education requirements take **12% longer to fill**.

Top Certificates

Welding Certification (e.g. AWS Certified Welder)

American Society of Mechanical Engineers (ASME) Certified

Distribution of Industry Demand



Job Description

Incumbents will make equipment repairs, modifications and adaptations using a variety of welding equipment and techniques as well as original problem solving skills in performing complex layout and fabrication of welded equipment components to keep a substantial equipment fleet of dump trucks, plows, and other pieces of equipment used for roadway repair, maintenance, and emergency response in safe and efficient operating condition.

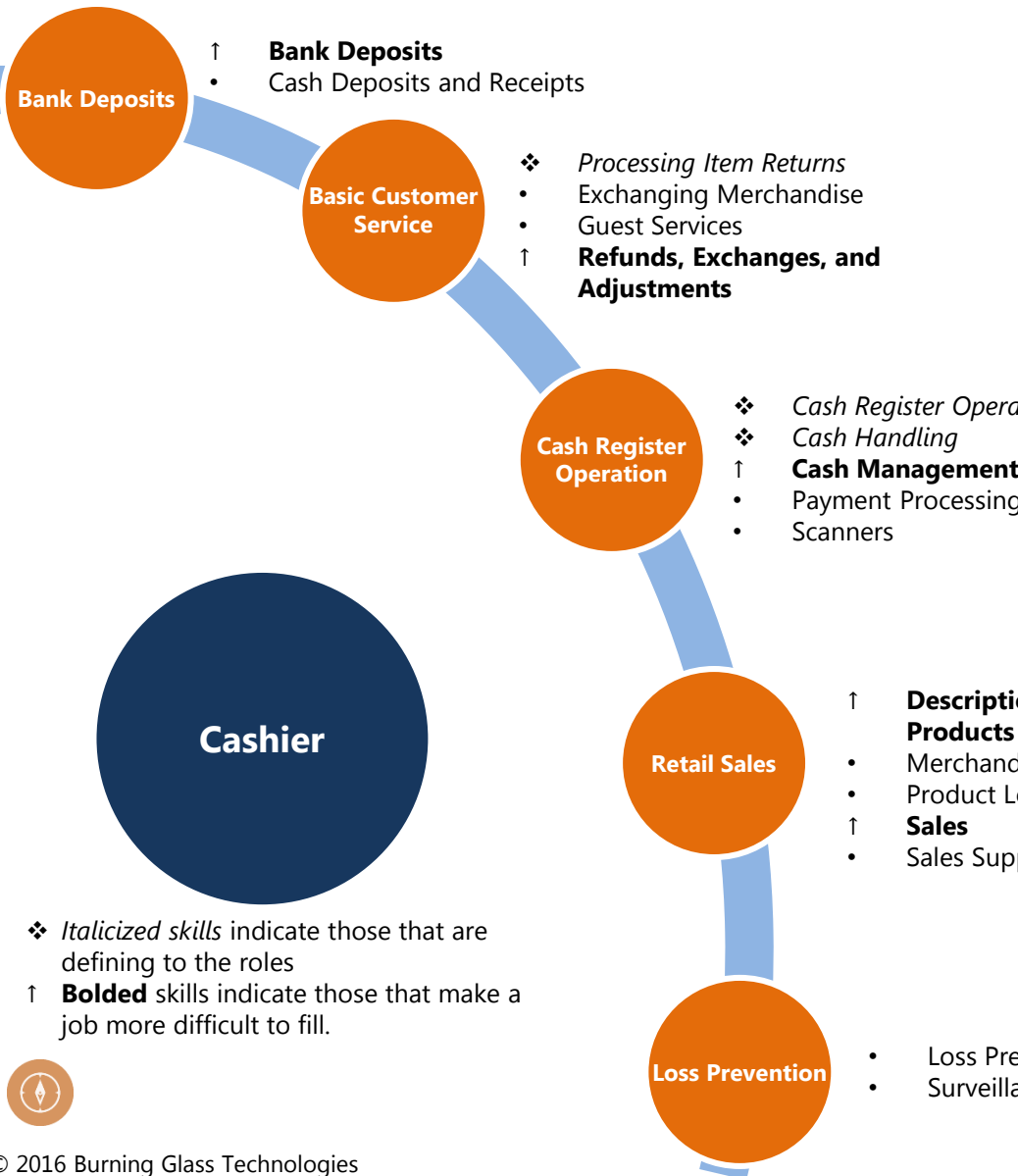
Requirements

In order to be qualified, you must meet the following requirements:

Education and Experience (Minimum Qualifications)

- Completion of an approved welding apprenticeship training program; OR an equivalent combination of education and experience.
- Special Requirements
- Incumbent is required to furnish their own tools.
- Pursuant to NRS 284.4066, this position has been identified as affecting public safety. Persons offered employment in this position must submit to a pre-employment screening for controlled substances.
- Requires a valid driver's license or evidence of equivalent mobility at the time of appointment and for continuing employment.
- Incumbents are required to obtain a welding certification issued by the American Welding Society (AWS) within one year of appointment.





❖ *Italicized skills* indicate those that are defining to the roles

↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Cashier: Handles monetary transactions with customers. Takes customer payment for a product or service, provides change as needed and receipts for transactions. Provides accurate accounting of cash register funds, and provides customer service.

Common job titles include:

- Cashier
- Clerk Cashier
- Head Cashier
- Cashier Associate
- Retail Cashier

National Postings	% BA	% Entry Level
★★★★★ 175,004	○ 0%	● 87%

Posting Counts

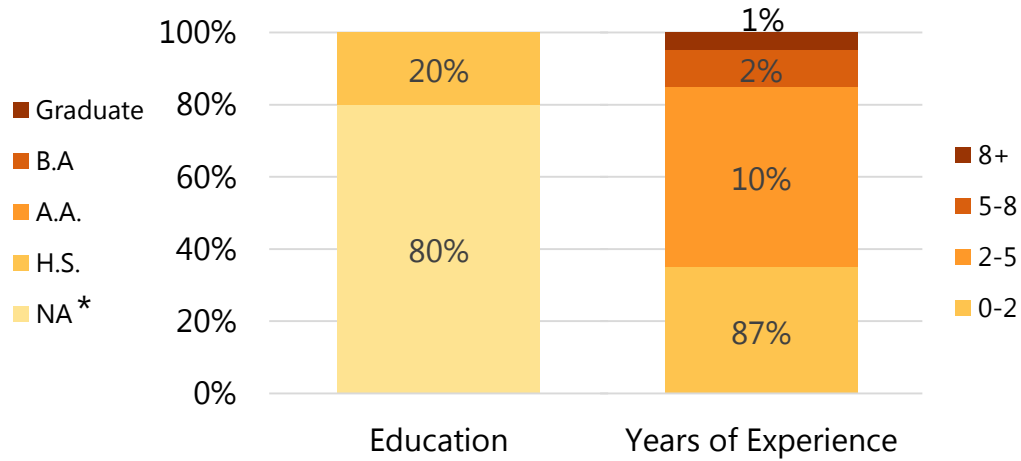
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

- Communication Skills
- Writing
- Telephone Skills
- Organizational Skills
- English
- Detail-Oriented
- Problem Solving
- Multi-Tasking
- Positive Disposition
- Payment Receiving



Distribution of Requirements



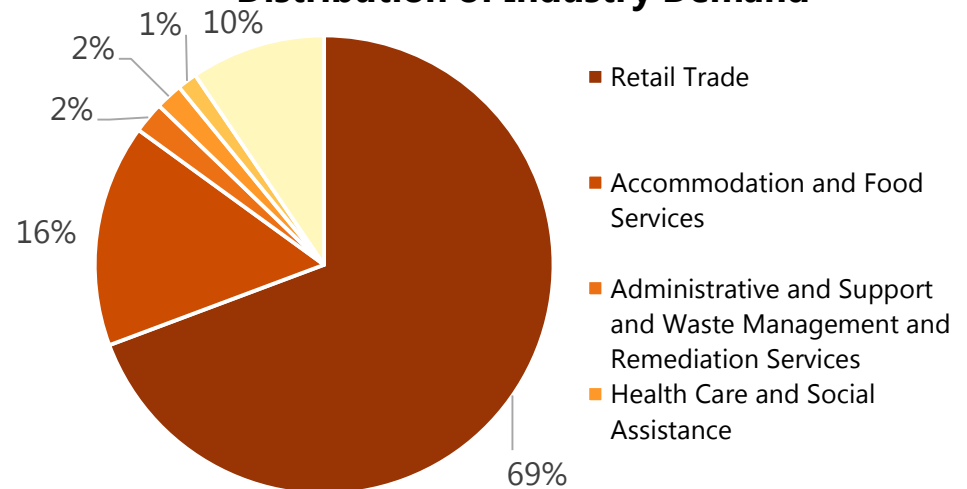
Note: 80% of job postings do not specify any education requirements.

Postings specifying education requirements take **72% longer to fill**.

Top Certificates

Cash Handling Certification

Distribution of Industry Demand



RESPONSIBILITIES:

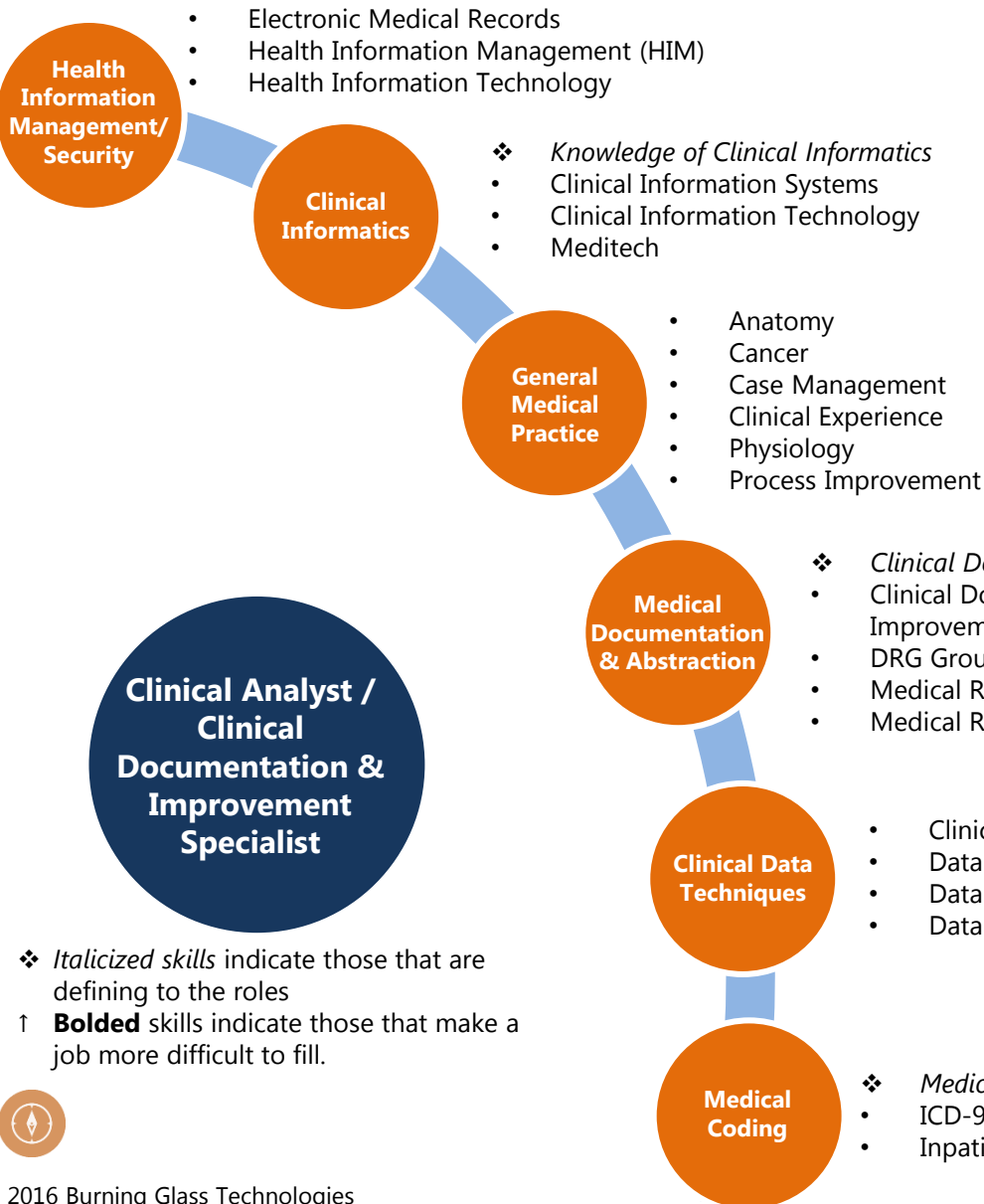
- Providing a prompt, efficient, and courteous customer experience.
- Responding and resolving customer's requests and concerns.
- Assisting customers with purchases and fuel transactions.
- Operating cash register.
- Restocking merchandise.
- Performing job related duties as assigned.

REQUIREMENTS:

- Must be 18+ Years of age, 19 in Alabama and 21 in Illinois.
- Excellent customer service skills, communication skills, and a happy attitude are essential.
- Cash Handling Skills.
- Must be able to perform repeated bending, standing, and reaching.
- Must be able to occasionally lift up to 50 pounds.



Clinical Analyst / Clinical Documentation and Improvement Specialist



Occupation Profile

Clinical Analyst / Clinical Documentation and Improvement Spec: Works with information technology systems and applications in health care organizations. Assists clinicians and staff with technology and implementing new systems. Creates systems for organizing and interpreting data and information for clinical trials. Records and manages clinical information about patients, including health assessments and diagnoses, test results, treatments, and follow up care requirements. Reviews and maintains patient records.

Common job titles include:
 Clinical Documentation Specialist
 Clinical Analyst
 Clinical Informatics Specialist
 Cancer Registrar
 Senior Clinical Analyst

National Postings	% BA	% Entry Level
★★ 11,008	🌑 81%	🌒 8%

Posting Counts

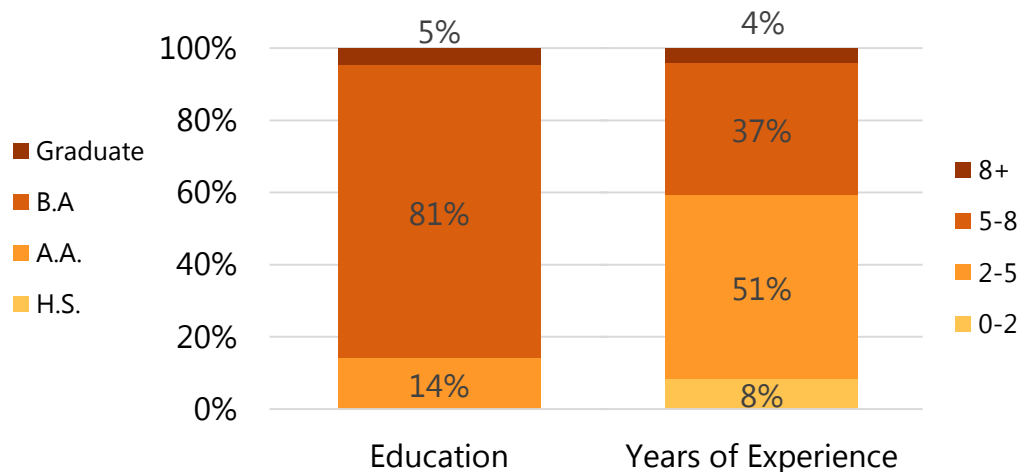
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

- Employability Skills:**
- Communication Skills
 - Writing
 - Organizational Skills
 - Computer Skills
 - Problem Solving
 - Quality Assurance and Control
 - Research
 - Planning
 - Critical Thinking
 - Team Work

❖ *Italicized skills* indicate those that are defining to the roles
 † **Bolded** skills indicate those that make a job more difficult to fill.



Distribution of Requirements



Top Certificates

Registered Nurse

Registered Health Information Technician

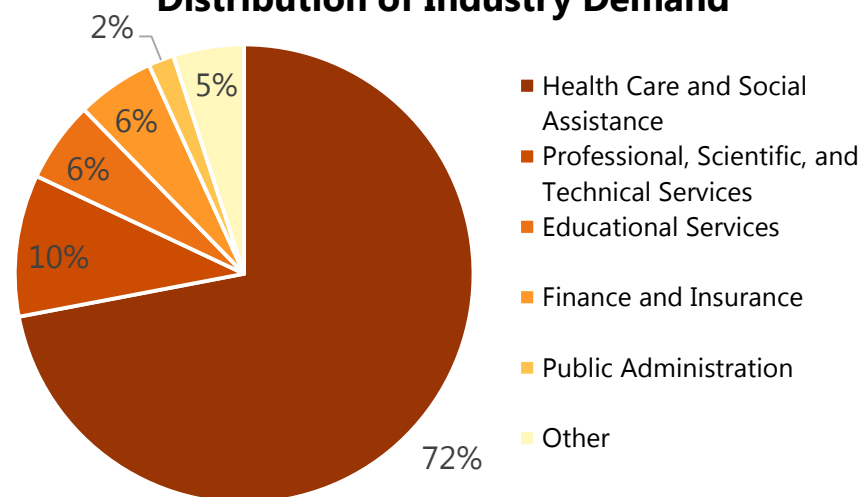
Registered Health Information Administrator

Certified Tumor Registrar

Certified Clinical Document Specialist

EPIC Certification

Distribution of Industry Demand



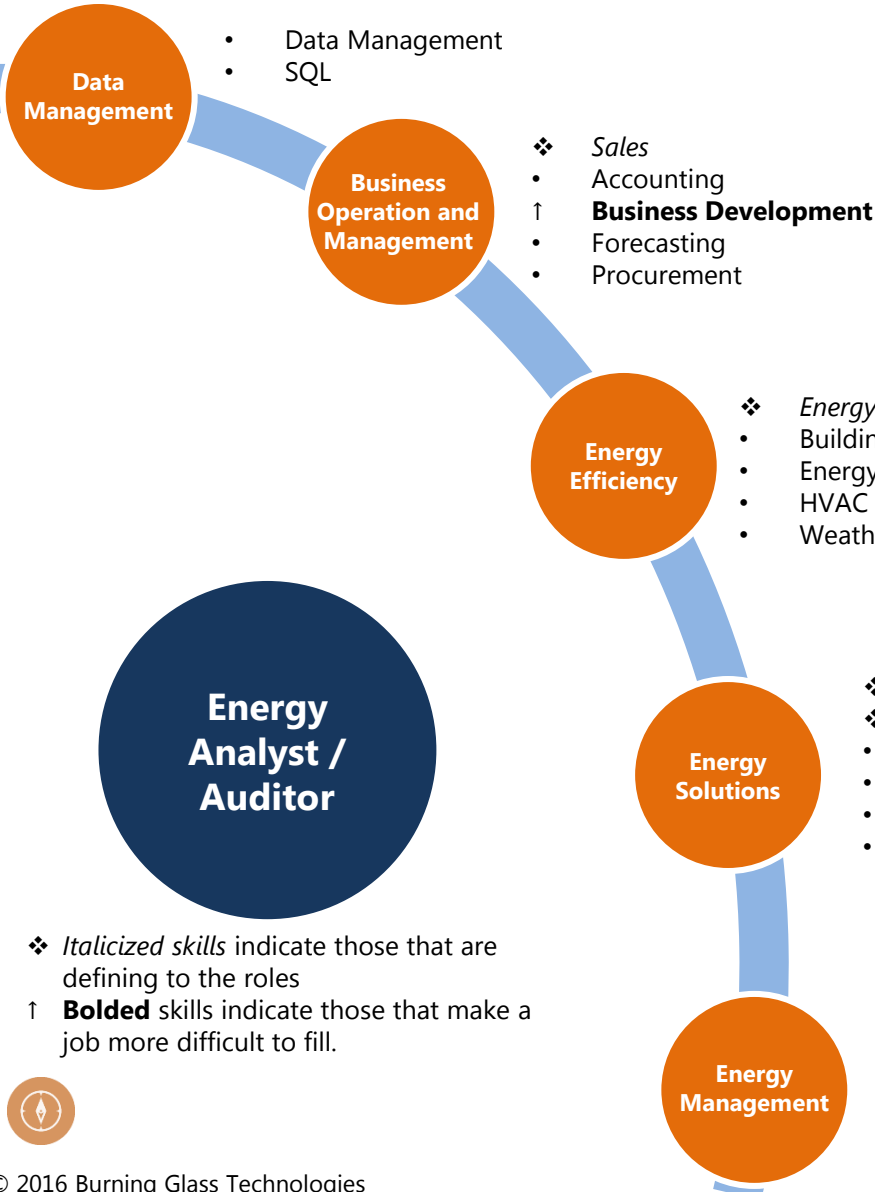
The ideal candidate will be a clinician (physician or nurse) who has worked in a healthcare setting in the past and brings with them a clinical skill set as well as coding terminology expertise. An experienced certified coder would also be considered. This role involves product development as part of the broader Clinical Informatics research and development team. The Clinical Analyst will also be involved with development of new clinical logic with in our software applications that will be used by healthcare provider organizations, health plans and employer/broker segment clients. Experience with evolving healthcare regulatory changes is desirable (CMS, Pioneer, Medicare Shared Savings Program, HEDIS, NCQA). This role involves software product development as part of a broader Clinical Informatics research and development team.

Requirements:

- Broad clinical background (ideally, an RN or MD, although an experienced certified coder with proven analytic experience would also be considered (RHIA, CCS, CCS-P, CPC).)
- Knowledge of medical and pharmaceutical coding sets (ICD-9/10, CPT, HCPCS, NDC and others)
- Knowledge of the processes (esp. periodic updates) related to medical code classification systems
- SQL experience required, SAS desirable
- Ability to use basic Access functions (import/export of data, creating/using tables and queries and macros) a plus
- Basic understanding of the distinctions between and features of the major U.S. health care coverage entities - Medicare, Medicaid, Commercial - and important sub-groups, such as Medicare Advantage, HMOs, PPOs
- Knowledge of new directions in U.S. healthcare - PPACA, insurance marketplaces, ACOs, "consumer driven" plans, PCMH, etc. is a plus
- Basic understanding of risk adjustment methodology a plus
- Knowledge of SNOMED is a plus but not essential
- Office Excel, Word, PowerPoint, Access, etc. required



Energy Analyst / Auditor



❖ *Italicized skills* indicate those that are defining to the roles
 ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Energy Analyst / Auditor: Inspects homes or commercial facilities and advises customers on how to improve energy efficiency and save on energy costs. Researches energy use on a larger scale, monitors costs, demand and supplies and distribution of different energy sources such as gas or oil.

Common job titles include:

- Energy Analyst
- Energy Consultant
- Senior Energy Analyst
- Energy Auditor
- Energy Efficiency Analyst

National Postings	% BA	% Entry Level
★ 2,467	🌓 63%	🕒 15%

Posting Counts

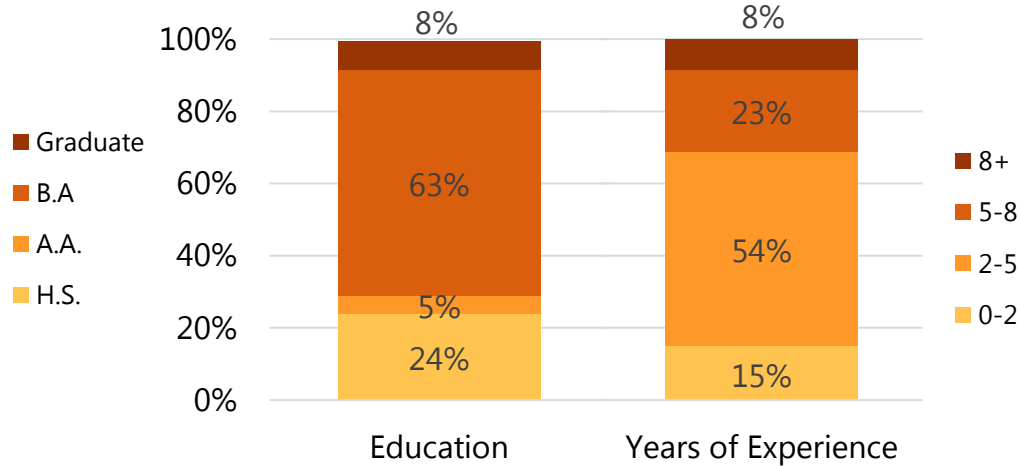
- ★ Below 10,000
- ★★ 10,000-25,000
- ★★★ 25,000-75,000
- ★★★★ 75,000-150,000
- ★★★★★ Above 150,000

Employability Skills:

- Communication Skills
- Writing
- Research
- Organizational Skills
- Problem Solving
- Detail-Oriented
- Planning
- Presentation Skills
- Computer Skills
- Team Work



Distribution of Requirements



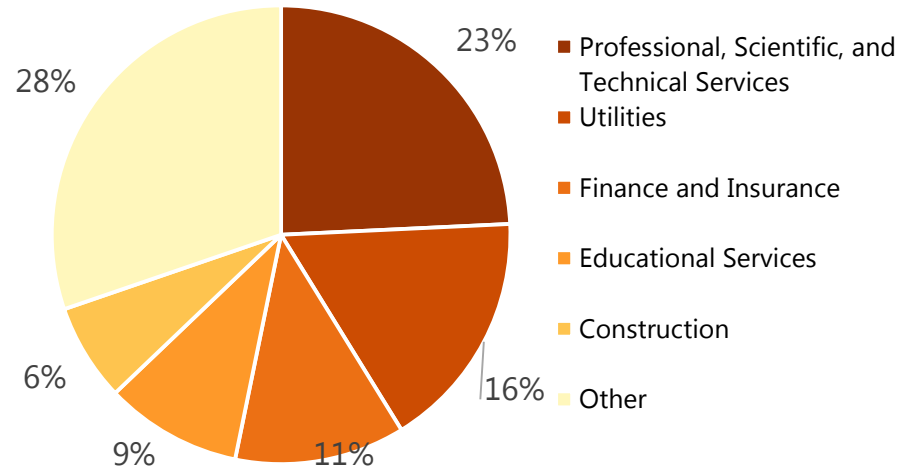
Top Certificates

Certified Energy Manager

Building Performance Institute (BPI)

Certified Energy Auditor

Distribution of Industry Demand



Description

The Energy Team focuses on investing capital across the capital structure in all sectors of the global energy and natural resources industries, with a focus on credit oriented opportunities in the North American energy markets. From 2005 to 2013 the Energy Team invested over \$14 billion across a wide range of energy companies and sectors. Candidates will develop both quantitative and qualitative skills through the investment process and will have the opportunity to gain exposure to a wide range of investment types and energy industry sectors.

Responsibilities

Analysts will have the opportunity to participate in all aspects of the investment process from initiation to close. Responsibilities will include:

- financial analysis,
- assistance in the execution of transactions (including meeting and interacting with management teams as part of the due diligence process),
- industry research and competitive analysis,
- legal documentation and drafting of memoranda for internal and external use.

Candidates can expect to work on numerous projects at a time in various private and public investment opportunities. The small size of the professional staff and the extent of the deal flow require lean staffing and significant responsibility sharing.

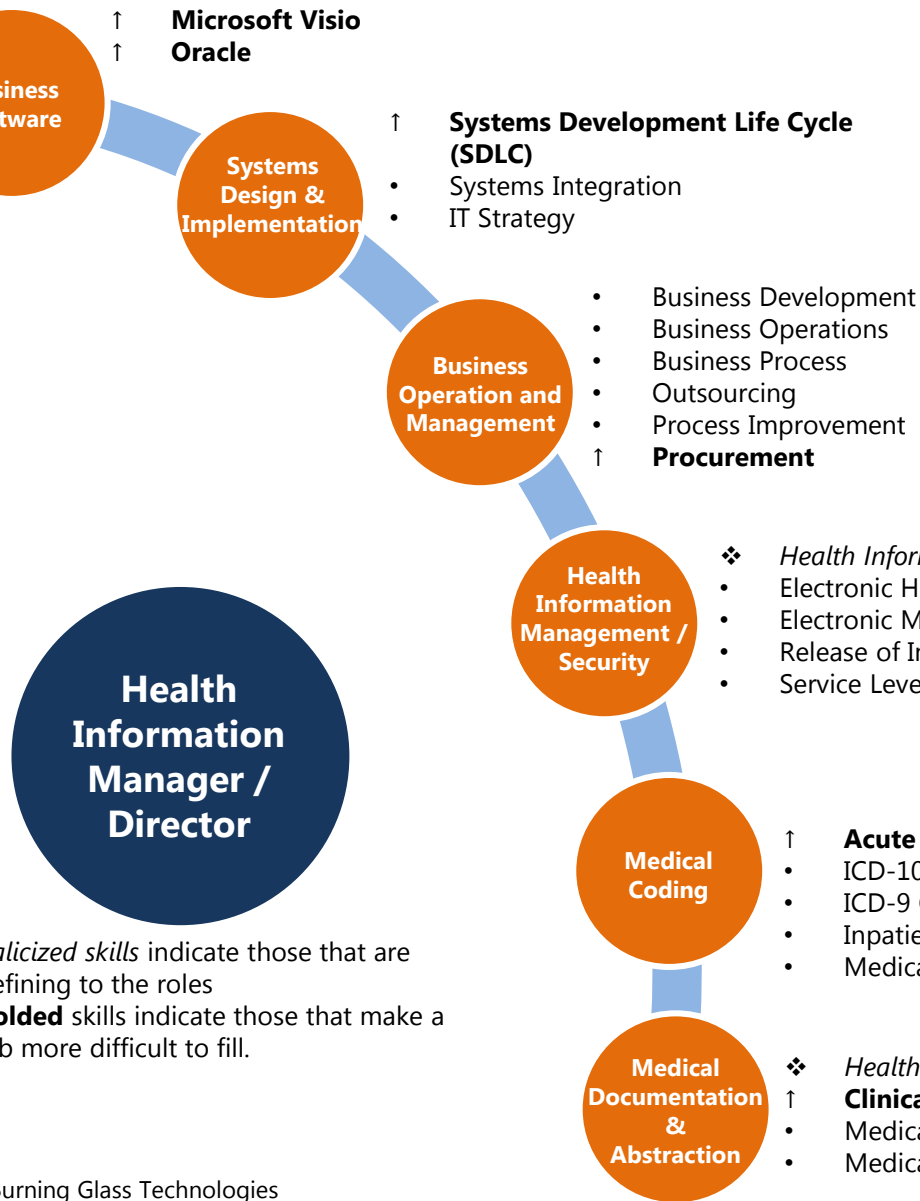
Qualifications

Employer seeks to hire individuals with 2-4 years of relevant work experience who are highly motivated, intelligent and have demonstrated excellence in prior endeavors. In addition to strong analytical and quantitative skills, the successful candidate should have:

- strong communication skills,
- a demonstrated ability to write effectively,
- a desire to work in a team environment, and
- the ability to think and work independently.

Prior investment banking experience and knowledge of accounting, finance and the energy industry is highly desirable.





Occupation Profile

Health Information Manager / Director: Manages programs for collecting and updating information for patient records, and maintains confidentiality of patient records. Collects data recorded by clinicians; directs the work of health information technicians. May direct the health information management program and staff for a health care organization.

Common job titles include:

Director of Health Information Management
 Health Information Management Manager
 Health Information Manager
 Health Information Credentialing Manager
 Health Information Management Operations Manager

National Postings	% BA	% Entry Level
★ 2,336	🕒 75%	🕒 5%

Posting Counts

★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

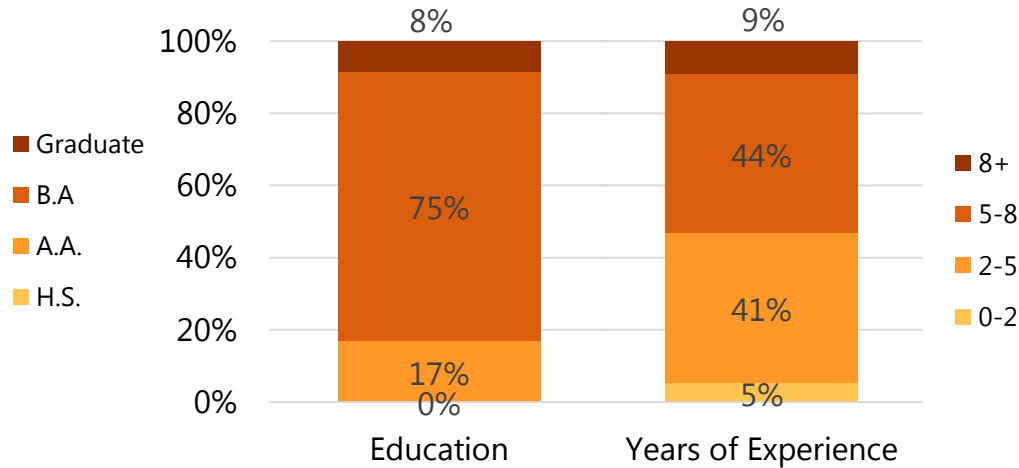
- Organizational Skills
- Communication Skills
- Planning
- Writing
- Budgeting
- Problem Solving
- Quality Assurance and Control
- Building Effective Relationships
- Presentation Skills
- Computer Skills

❖ *Italicized skills* indicate those that are defining to the roles

↑ **Bolded** skills indicate those that make a job more difficult to fill.



Distribution of Requirements



Top Certificates

Registered Health Information Administrator

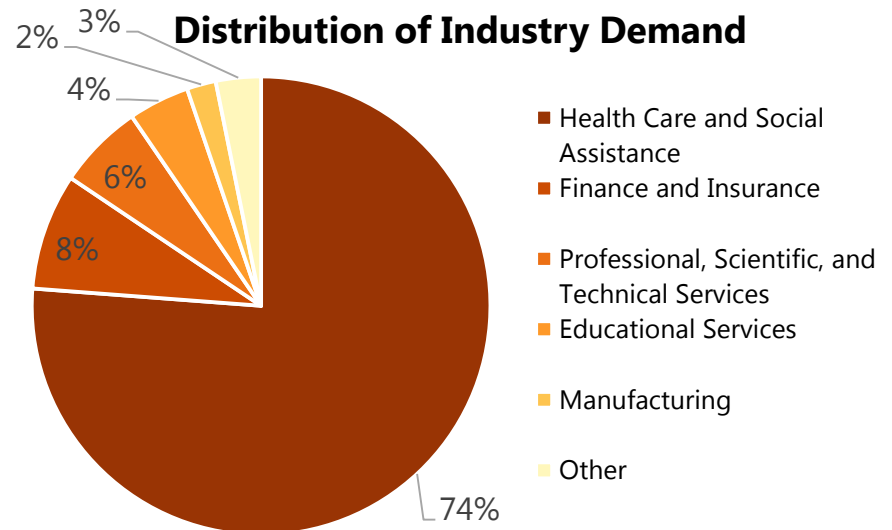
Registered Health Information Technician

Certified Coding Specialist

Certified Professional Coder

Registered Nurse

Distribution of Industry Demand



Health Information Manager / Director:

Sample Posting



You will be responsible for managing the operations of all outpatient coding services and ED coding for Health Information Management Department, ensuring timely/accurate/compliant code assignment for claim submission/data capture and reporting.

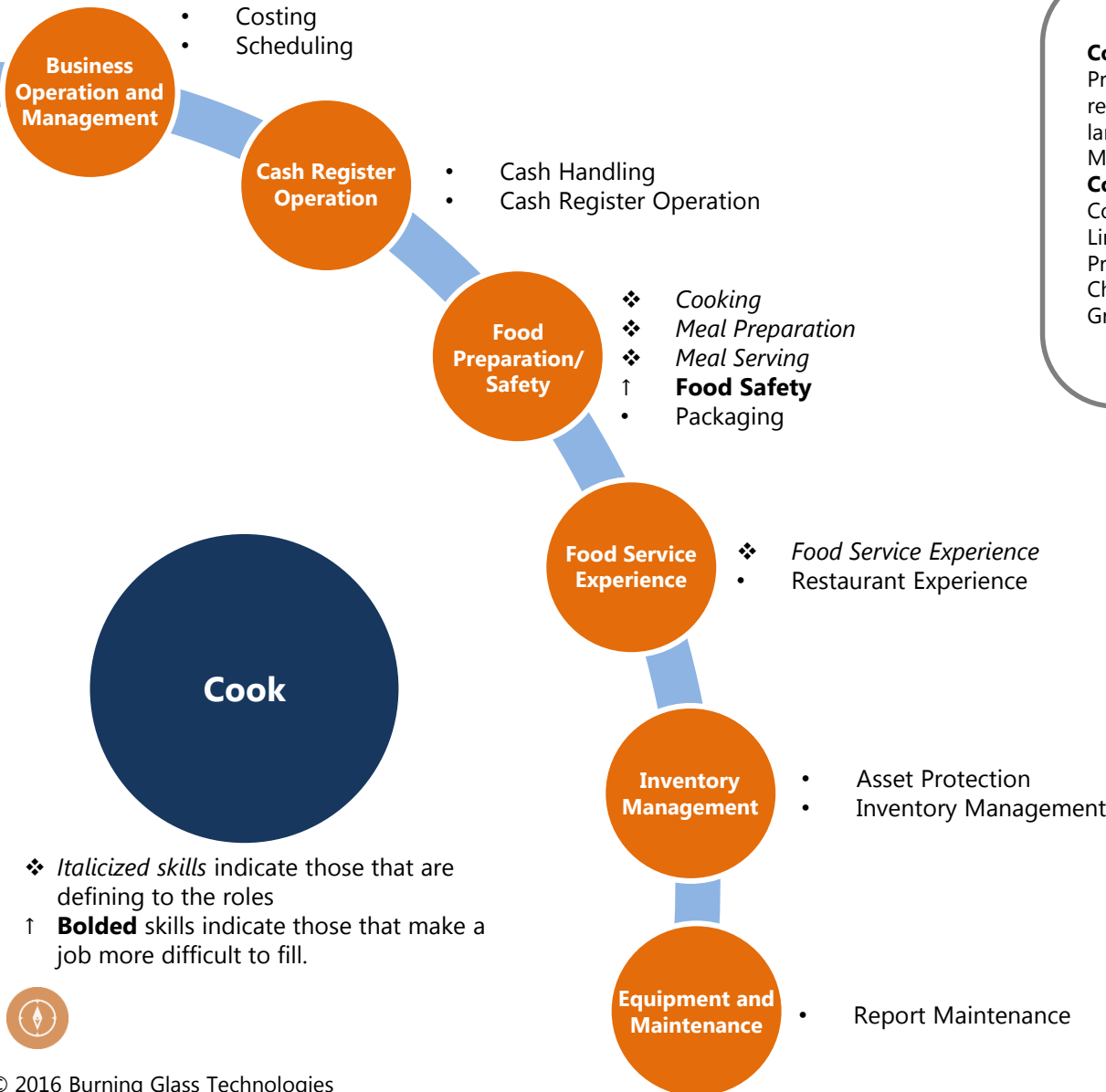
Responsibilities

- Oversee the day-to-day activities, such as staffing, workflow, work routine and special projects, and makes the changes as necessary, Includes but not limited to ED coding, Daystays, Observations, Radiology and ancillary services.
- Ensures the Coding Department provides timely and accurate administrative and clinical data to ensure optimum reimbursement via random review of coded records.
- Monitors unbilled account reports for outstanding services or un-coded discharges to reduce accounts receivable days for outpatients coding; performs periodic claim form reviews to check code transfer accuracy from the abstracting software and the charge master; may serve on a charge master maintenance committee
- Ensure coders meet quality and productivity expectations while ensuring DFNB meets expectations
- Manage coding staff, including interviewing, hiring, performance appraisals, and recommendations. Evaluates staff during probationary period to determine if successful completion of probationary period is appropriate.
- Liase with physician coding services and works closely with Physician Billing Office management team to support ED coding

Requirements

- Bachelor's Degree RHIA/RHIT and/or CCS required, Master's Degree Preferred
- 3-5 years of hospital coding, including ICD-10-CM , CPT PCS with supervisory skills and experience required
- AHIMA ICD-10 Train the Trainer Certification preferred 3M and Cerner experience preferred





❖ *Italicized skills* indicate those that are defining to the roles
 ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Cook:
 Prepares food in a restaurant or institutional kitchen. May be responsible for a specific station or type of food preparation in a larger kitchen, or specialize as a short-order or fast-food cook. May prepare meals in private homes, or cater parties.

Common job titles include:
 Cook
 Line Cook
 Prep Cook
 Chef
 Grill Cook

National Postings	% BA	% Entry Level
★★★★★ 170,456	○ 0%	◐ 45%

Posting Counts

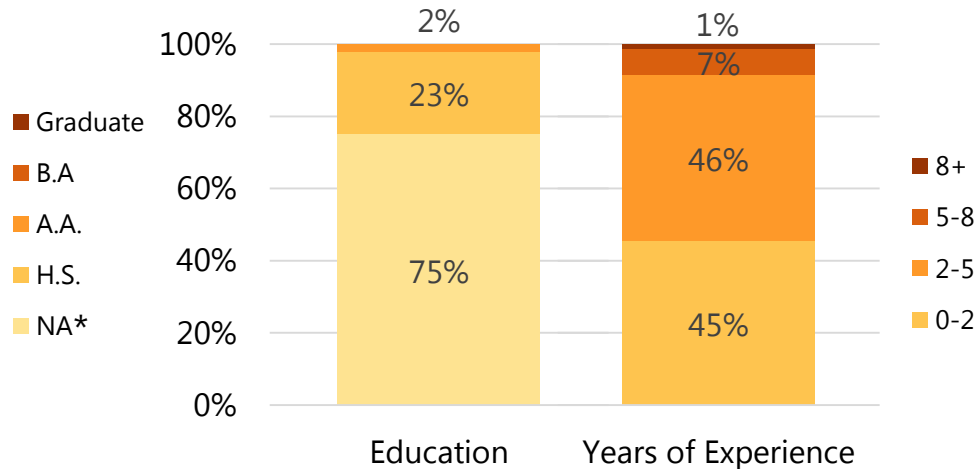
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

- Communication Skills
- Organizational Skills
- English
- Writing
- Building Effective Relationships
- Detail-Oriented
- Team Work
- Multi-Tasking
- Quality Assurance and Control
- Problem Solving



Distribution of Requirements



Note: 75% of job postings do not specify any education requirements.

Postings specifying education requirements take **9% longer to fill**.

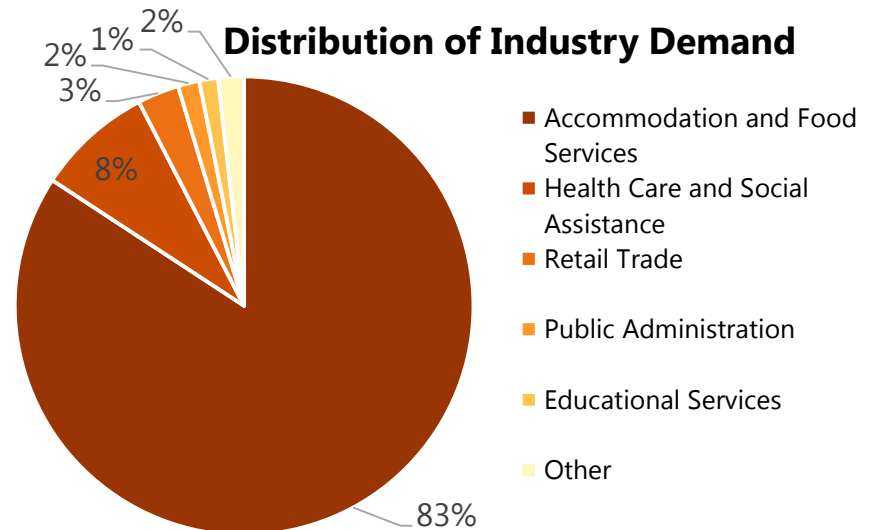
Top Certificates

ServSafe

Food Service Sanitation Certification

Food Service Certification (e.g. FMP)

Distribution of Industry Demand



SUMMARY:

Under general supervision, to prepare, cook, and dispense food in quantity in a kitchen; to maintain cooking equipment and working areas; and to do related work as required.

DUTIES & ESSENTIAL JOB FUNCTIONS:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Not all duties listed are necessarily performed by each individual in the classification.

1. Prepares meats and vegetables for cooking, using electric meat grinders, vegetable peelers and slicers, and hand tools.
2. Cooks meats, fish, vegetables, soups, cereals and other foods, using steam-jacketed kettles, revolving or other large ovens, meat roasters and other commercial cooking equipment or kitchen equipment.
3. Carves meat for serving, and serves or oversees the serving of food, ensuring the prompt apportionment of food to tray line and the cafeteria.
4. Cleans utensils and equipment and keeps working areas in good order; and maintains standards of safety and sanitation.
5. Relieves butchers and bakers; may act as First Cook on a relief or training basis; plans and/or helps plan recipes and follows oral and written instructions to prepare and cook all foods; weighs food items for cooking.
6. Prepares dough and bakes cakes, cookies, and other pastries and desserts.
7. Requisitions, receives, inspects and stores food stuffs, and keeps supervisor informed of supplies needed.
8. Cooks (SAN) may be required to deliver food to various locations.

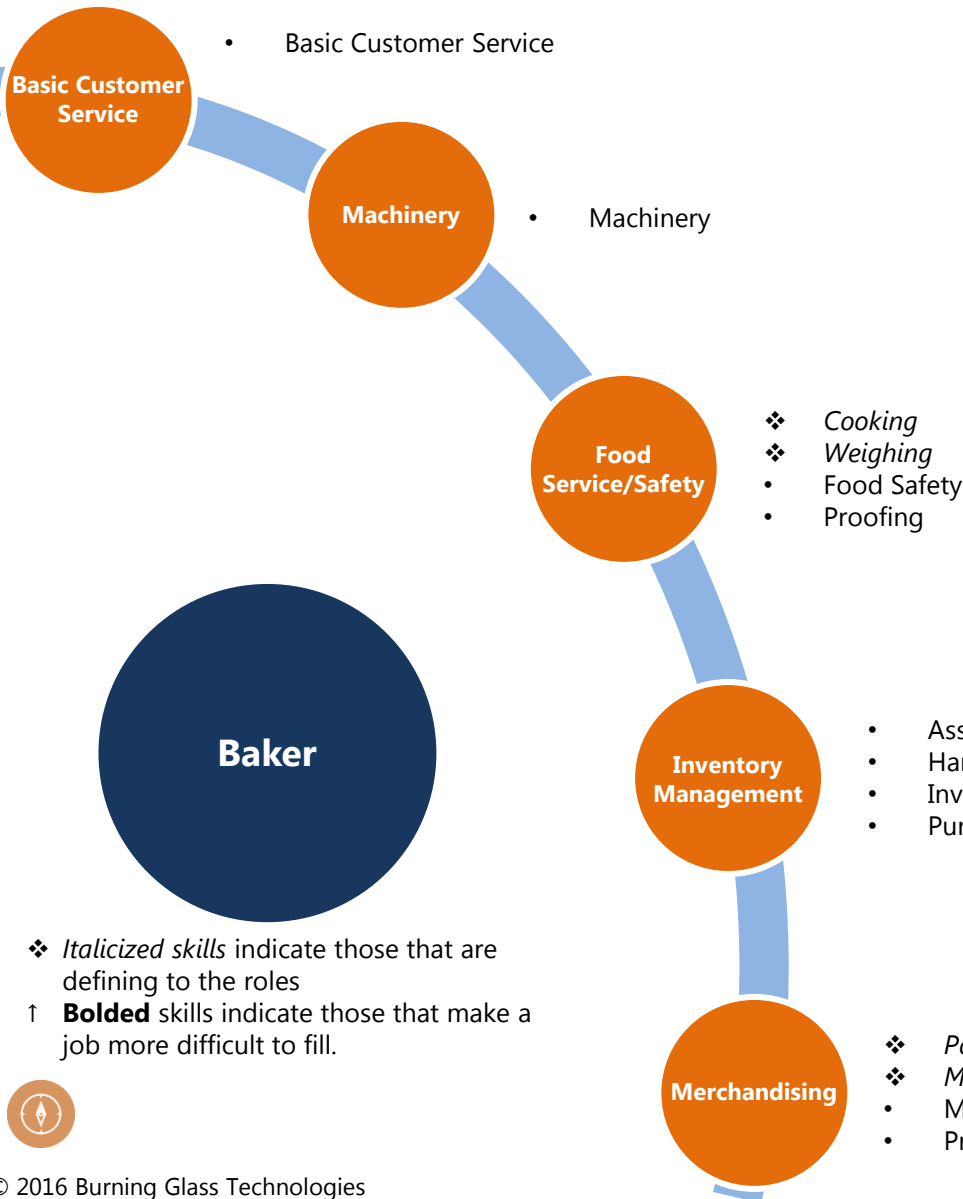
MINIMUM QUALIFICATIONS:

Either (I) one year of experience in the class of Assistant Cook with EMPLOYER Or (II) Two years of experience in quantity cooking for at least 200 people per meal in an institutional kitchen such as a hospital, juvenile detention center, prison facility, military installation, or a large restaurant or hotel.

REQUIRED LICENSES/CERTIFICATIONS:

Certain (SAN) positions may require incumbents to possess a valid California Motor Vehicle Operators License





❖ *Italicized skills* indicate those that are defining to the roles
 ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Baker: Assembles ingredients and bakes breads, pastries, or a variety of other baked goods. May specialize in baking a particular product, such as bread or cakes, or specialize in a particular style of baking. Works in an independent bakery, restaurant, grocery store, or food manufacturing facility.

Common job titles include:

- Baker
- Cake Decorator
- Bakery Clerk
- Pastry Cook
- Bakery Team Member

National Postings	% BA	% Entry Level
★★★ 30,100	○ 0%	◐ 53%

Posting Counts

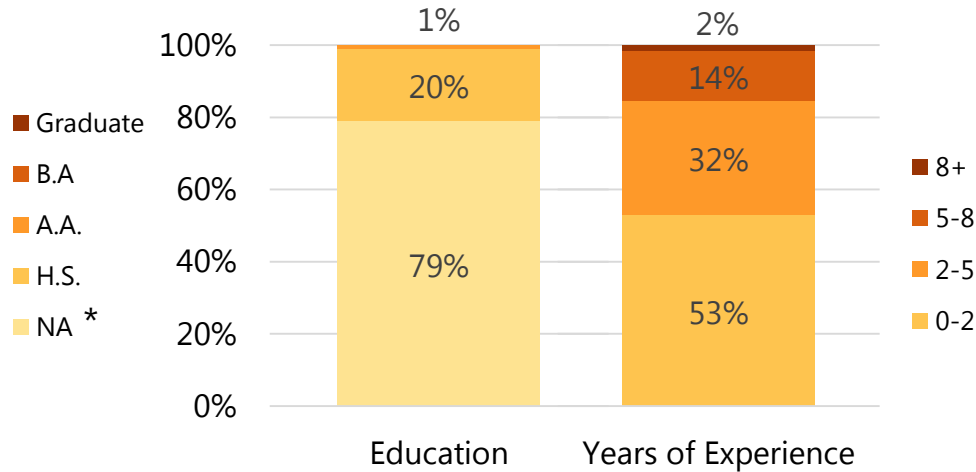
- ★ Below 10,000
- ★★ 10,000-25,000
- ★★★ 25,000-75,000
- ★★★★ 75,000-150,000
- ★★★★★ Above 150,000

Employability Skills:

- Organizational Skills
- Communication Skills
- English
- Multi-Tasking
- Writing
- Detail-Oriented
- Team Work
- Creativity
- Problem Solving
- Building Effective Relationships



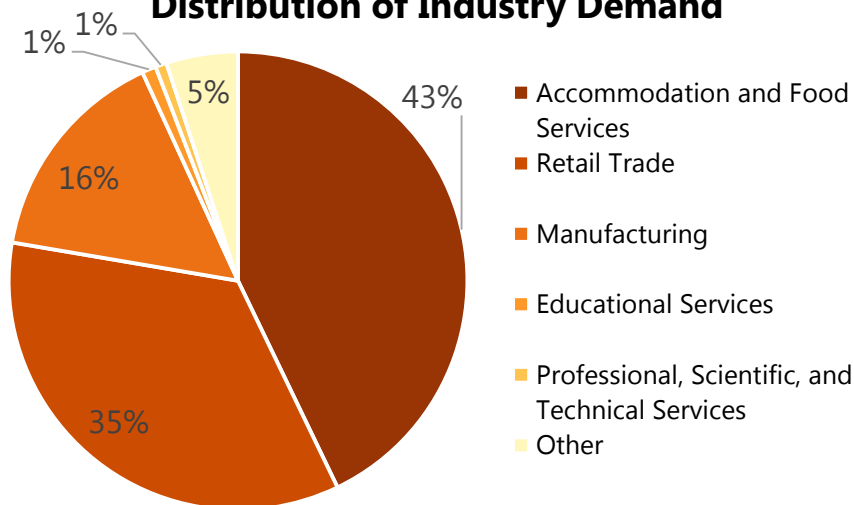
Distribution of Requirements



Note: 79% of job postings do not specify any education requirements.

Postings specifying education requirements take **36% longer to fill**.

Distribution of Industry Demand



Position Summary: Create an outstanding customer experience through exceptional service. Establish and maintain a safe and clean environment that encourages our customers to return. Assist the department manager in reaching sales and profit goals established for the department, and monitor all established quality assurance standards. Embrace the Customer 1st strategy and encourage associates to deliver excellent customer service. Demonstrate the company's core values of respect, honesty, integrity, diversity, inclusion and safety of others.

Essential Functions: Create an environment that enables customers to feel welcome, important and appreciated by answering questions regarding products sold within the department and throughout the store. Adhere to all local, state, and federal health and civil code regulations. Maintain cleanliness of counter, cases and coolers on a continuous basis. Observe scheduled shift operating hours. Meet the day's production goals for baked goods. Maintain a clean and sanitized work area. Plan and organize a development plan, including setting goals, prioritizing tasks, and developing appropriate time lines. Assist with receiving and unloading of merchandise and supplies. Gain and maintain knowledge of products sold within the department and be able to respond to questions and make suggestions about products. Prepare special orders per customer requests. Use all equipment in bakery such as the refrigerators, freezers, slicers, and ovens according to company guidelines. Measure, prepare and mix ingredients according to recipe, using variety of kitchen utensils and equipment. Adequately prepare, package, label and inventory ingredients in merchandise. Check product quality to ensure freshness; review "sell by" dates and take appropriate action. Properly use kitchen equipment, proof-box, stove, computerized scale. Label, stock and inventory department merchandise. Report product ordering/shipping discrepancies to the department manager. Understand the store's layout and be able to locate products when requested by customer. Stay current with present, future, seasonal and special ads. Maintain an awareness of inventory/stocking conditions note any discrepancies in inventory. Adhere to all food safety regulations and guidelines. Reinforce safety programs by complying with safety procedures and identify unsafe conditions and notify store management. Practice preventive maintenance by properly inspecting equipment and notify appropriate department or store manager of any items in need of repair.

Minimum Position Qualifications

- Ability to handle stressful situations
- Effective communication skills
- Knowledge of basic math
- Current food handlers permit once employed
- Must be able to meet the minimum physical demands of the position
- Must be 18 or older

Desired Previous Job Experience:

- High school diploma or equivalent
- Bakery experience
- Retail experience



Cash Register Operation

- ❖ *Cash Register Operation*
- ❖ **Cash Handling**

Food Service/Safety

- Cooking
- ↑ **Food Safety**
- Food Service Experience
- Meal Preparation

Regulation and Law Compliance

- ↑ **Compliance Training**
- ↑ **Occupational Safety and Health Administration**

Retail Sales

- Client Service
- Description and Demonstration of Products
- Merchandising
- Packaging

Food Service Team Member

- ❖ *Italicized skills* indicate those that are defining to the roles
- ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Food Service Team Member: Assists with preparing and serving food. Works as part of food service team in a hospital or other institution. or takes orders and serves food at a fast food restaurant.

Common job titles include:

- Crew Member
- Food Service Worker
- Team Member
- Restaurant Crew
- Team Leader

National Postings	% BA	% Entry Level
★★★★★ 229,757	○ 0%	◐ 48%

Posting Counts

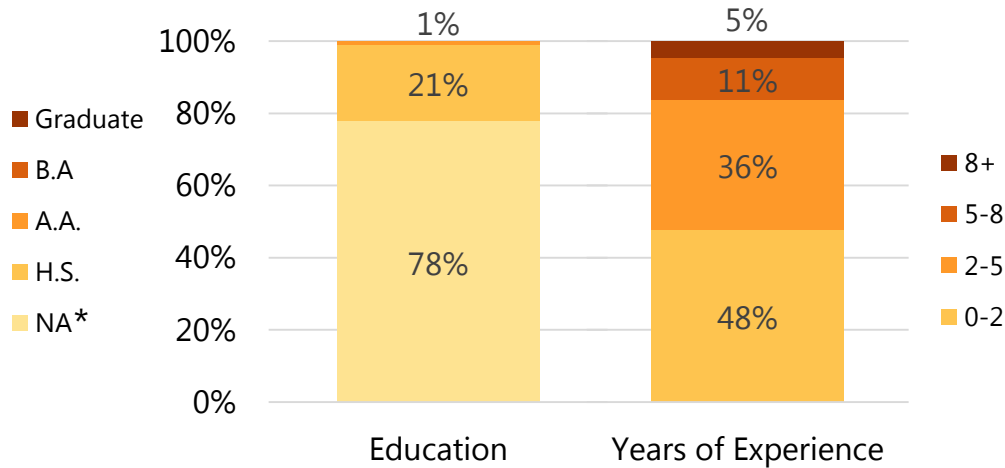
- ★ Below 10,000
- ★★ 10,000-25,000
- ★★★ 25,000-75,000
- ★★★★ 75,000-150,000
- ★★★★★ Above 150,000

Employability Skills:

- Communication Skills
- Writing
- English
- Organizational Skills
- Positive Disposition
- Telephone Skills
- Building Effective Relationships
- Detail-Oriented
- Multi-Tasking
- Team Work



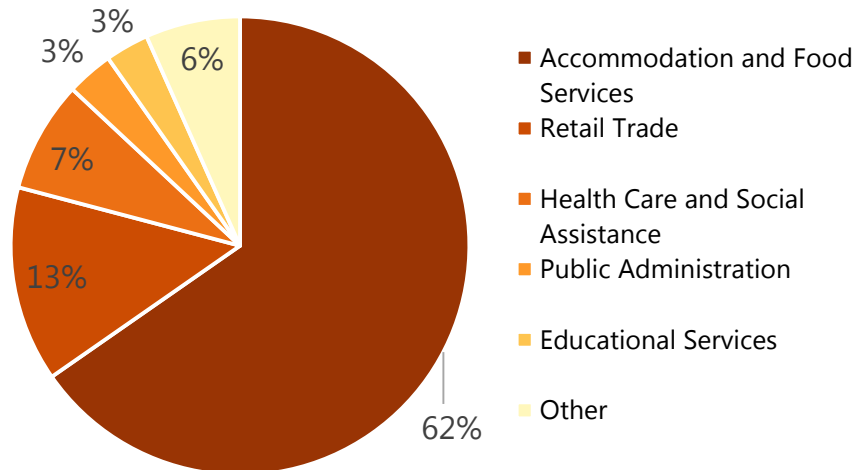
Distribution of Requirements



Note: 78% of job postings do not specify any education requirements.

Postings specifying education requirements take **9% longer to fill**.

Distribution of Industry Demand



Job Description

Works in the cafeteria and/or kitchen area of the hospital, responsible or involved with almost all aspects of the daily preparation, display and serving of meals to patients, visitors and employees of the hospital.

All team members are expected to be knowledgeable and compliant with Palmetto Health's values of compassion, dignity, excellence, integrity and teamwork.

Responsibilities:

- Prepares, displays, replenishes and serves hot and cold food in any and all food service areas according to departmental standards and procedures, with appropriate customer service skills.
- Cleans the food service areas and equipment on a daily basis according to departmental standards and procedures. This may include assisting with the washing and processing of dishware and flatware.
- Knowledgeable and observant of basic HACCP and DEHC guidelines for food safety.
- Knowledgeable and compliant with personal hygiene and infection control standards as established by hospital policy and protocol.
- Assists as needed with the restocking of supplies in the kitchen, serving and dining areas as appropriate according to departmental standards.
- Effectively and efficiently operates the cash register system according to departmental guidelines and standards, demonstrating appropriate customer skills.
- Prepares labels and dates nourishments and special feedings accurately following recipes, as needed.
- Opens and/or closes the department in the absence of the supervisor.
- Performs all assignments, tasks and duties in a safe and efficient manner, following all safety rules of the department.
- Performs other duties as assigned as needed for the efficient operation of the department.

Requirements:

- Education: High School diploma preferred
- Experience: Food service experience preferred



Electrical Work

- Wiring
- ↑ **Electrical Systems**
- ↑ **Schematic Diagrams**

HVAC

- ❖ *HVAC*
- Boilers
- Hydraulics
- Plumbing

Maintenance Technician

Facility Management / Maintenance

- ❖ *Facility Maintenance*
- ❖ *Machinery*
- Equipment Maintenance
- ↑ **Occupational Health and Safety**

Repair and Maintenance

- ❖ *Carpentry*
- ❖ *Painting*
- Drywall
- Hand Tools
- Machinery

❖ *Italicized skills* indicate those that are defining to the roles

↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Maintenance Technician: Performs building maintenance and appliance repairs for an apartment complex, housing division, residential center or business, as directed by a property manager.

Common job titles include:

Maintenance Technician
 Maintenance Worker
 Maintenance Engineer
 Facility Maintenance Tech
 General Maintenance tech

National Postings	% BA	% Entry Level
★★★ 49,571	○ 0%	◐ 54%

Posting Counts

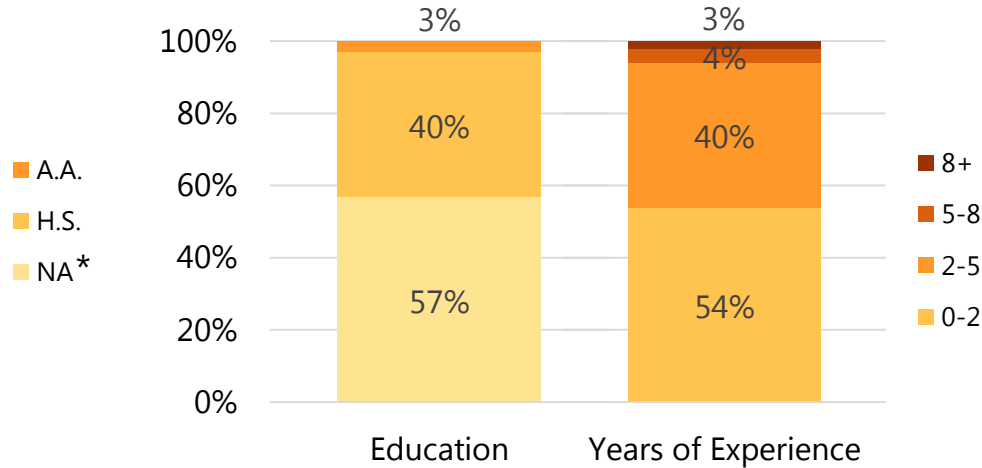
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

- Preventative Maintenance
- Troubleshooting
- Communication Skills
- Organizational Skills
- Computer Skills
- Writing
- Problem Solving
- Detail-Oriented
- Customer Service
- Building Effective Relationships



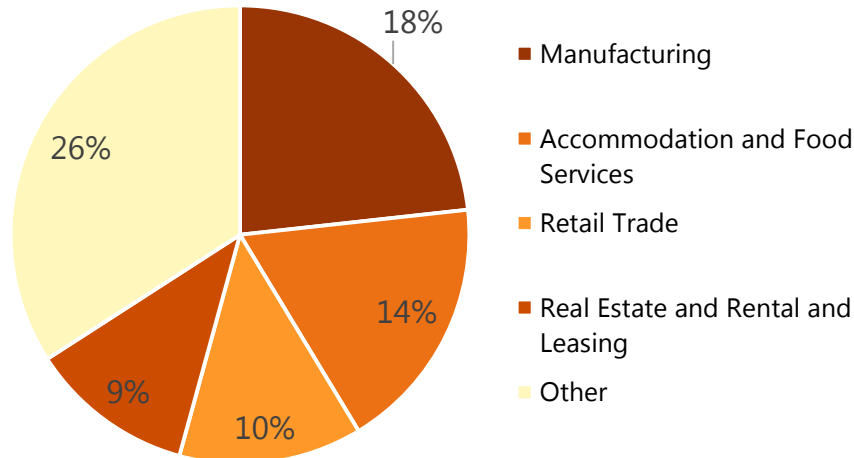
Distribution of Requirements



Note: 57% of job postings do not specify any education requirements.

Postings specifying education requirements take **22% longer to fill**.

Distribution of Industry Demand



Responsible for maintaining the facility, equipment and grounds. Supervise maintenance personnel and contractors. Maintain a clean and safe environment for all employees and visitors. Maintenance work to be performed so that production down time is minimized.

GENERAL RESPONSIBILITIES AND DUTIES:

- Responsible for the appearance, function and safety of the facility, equipment and grounds.
- Recognize maintenance needs and determine a plan for completing and tracking the work.
- Schedule and supervise maintenance personnel and contractors to complete maintenance jobs.
- Fulfill a leadership role by developing a positive and productive work environment. Maintain an objective approach when dealing with problems. Promote effective communications among all employees.
- Order material, equipment and supplies necessary to complete maintenance jobs. Maintain inventory of parts and supplies that are needed frequently.
- Recognize ways to improve the reliability of systems, equipment and utilities and make the needed recommendations.
- Perform a wide variety of maintenance jobs involving electrical/mechanical repair, hydraulics, pneumatics, building utilities, HVAC, vehicles and construction.
- Ability to read mechanical / electrical blueprints and understand schematics.
- Direct projects such as moving machinery, new installations or equipment and new construction.
- Fabricate replacement parts when necessary using tool room equipment to minimize down time.
- Train operators and other CRT employees in the safe use of any new equipment or machinery.
- Establish and maintain all necessary maintenance records.
- Conform to the standards and regulations of EPA, OSHA, state and local building codes.
- Work closely with engineering, production, purchasing and other departments as a member of the organizational team.
- Experience and knowledge of CMMS programs and proven ability to develop and enhance PM's, reliability programs, and be able to manage the preventative maintenance program to continually minimize equipment down time.

COMPETENCIES/QUALIFICATIONS:

- High school diploma.
- Three years' experience in troubleshooting, repairing and maintaining production machinery including hydraulics, pneumatics and electrical controls.
- Two or more years' experience in a maintenance supervision position.
- Must be able to keep up with rapidly changing technology for building and equipment operation.
- Must be able to take the initiative to get things done promptly.

PREFERRED QUALIFICATIONS:

- Completed two or more years of technical courses in theory and practice in electrical, HVAC, plumbing and construction.





❖ *Italicized skills* indicate those that are defining to the roles
 ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Office Manager: Directs administrative staff and manages workflow in a business office. Supervises clerical work, tracks office supplies, oversees maintenance for office equipment and manages budget for office expenses. May hire and train staff.

Common job titles include:

- Office Manager
- Business Office Manager
- Front Office Manager
- Front Office Supervisor
- Assistant Front Office Manager

National Postings	% BA	% Entry Level
★★★ 57,933	🌓 48%	🕒 14%

Posting Counts

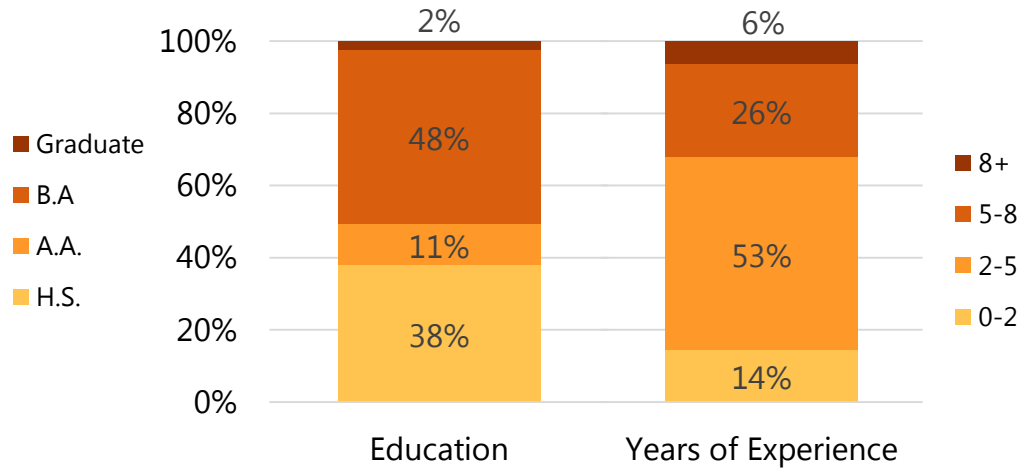
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

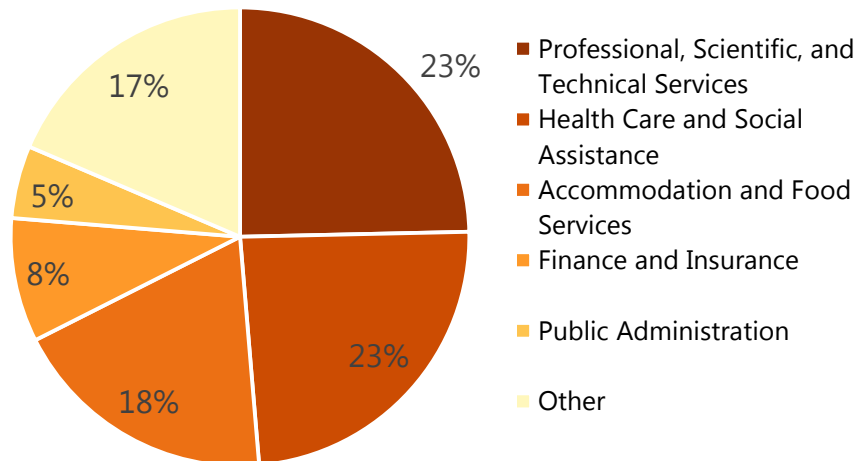
- Organizational Skills
- Communication Skills
- Writing
- Detail-Oriented
- Computer Skills
- Multi-Tasking
- Problem Solving
- Planning
- File Management
- Telephone Skills



Distribution of Requirements



Distribution of Industry Demand



Office Manager: Sample Posting

Summary: Provide administrative support and day to day office management to the Colorado office.

Essential Duties and Responsibilities:

- Answering main phone line and checking main line voicemail
- Office supply ordering and maintenance including regular office supplies, kitchen, coffee
- Mail pick up and distribution on Monday, Wednesday, and Fridays
- Act as liaison for suite and building issues with building property management company
- Business card ordering
- Act as a committee member to help plan, execute, and attend monthly office events
- Ship FedEx packages on occasional basis
- General emails to Louisville office (announcements, updates, notices from property management company)
- Key fob/loaner card administration
- Copier/printers-order toner cartridges and do meter reads
- Coordinate hospitality resources for client meetings including ordering meals/snacks, preparing Boardroom appropriately for visit and other associated duties
- Supports and coordinates event planning for external client and internal employee meetings, and company participation in industry conferences
- Assist with ordering client gifts/employee rewards and recognition items/employee gifts, etc.
- Approve invoices as directed
- Maintain employee break room and kitchen area

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

- High School Diploma or GED required. Bachelor's degree preferred.
- 3-5 years experience in an Office Management or Administrative Assistant role.

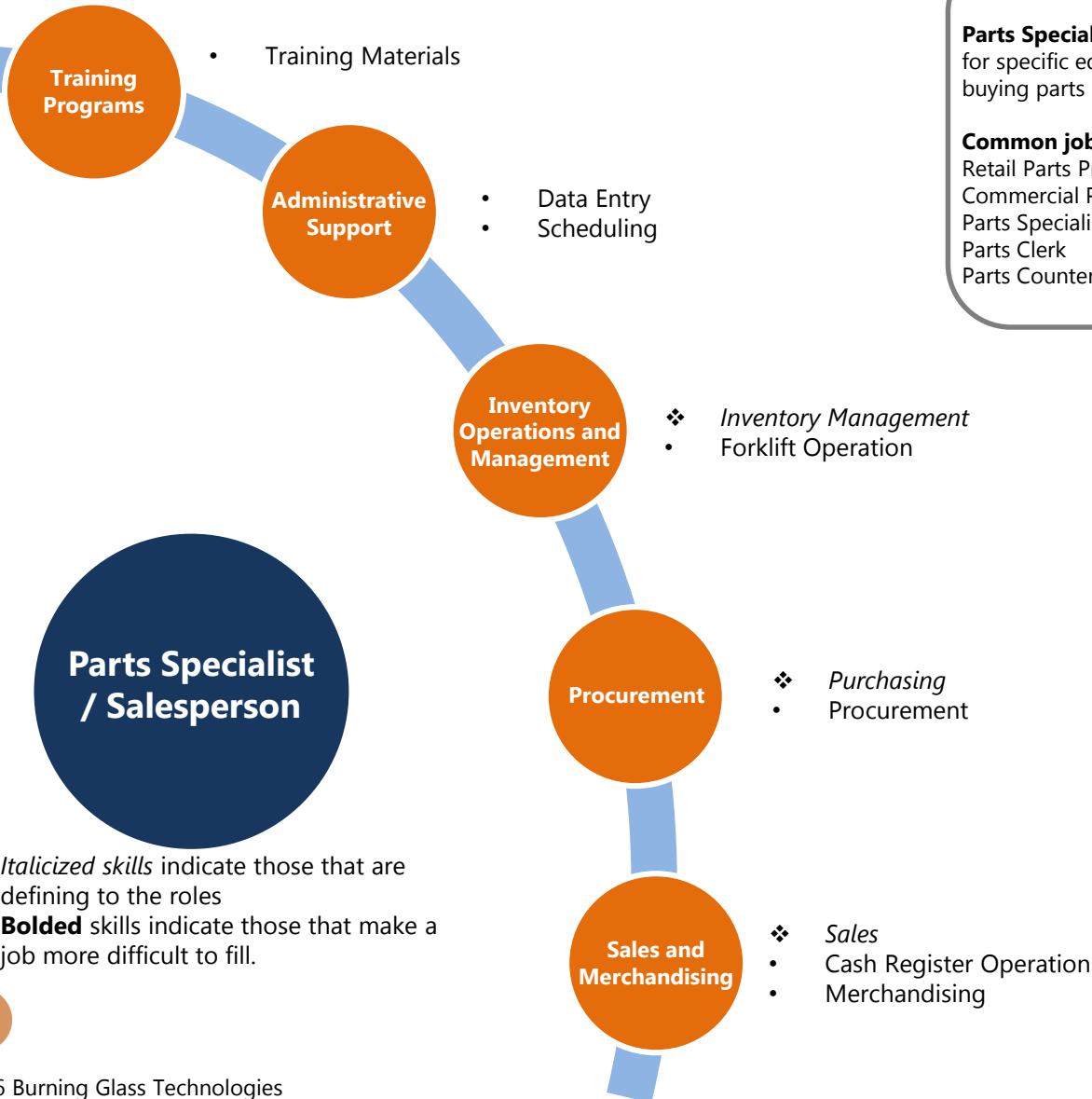
Computer Skills:

Proficient in the use and application of MS Office Suite (Word, Excel, PowerPoint and Outlook). Ability to learn new systems when necessary.



Parts Specialist / Salesperson

❖ *Italicized skills* indicate those that are defining to the roles
 † **Bolded** skills indicate those that make a job more difficult to fill.



Occupation Profile

Parts Specialist / Salesperson: Provides specialized assistance with parts for specific equipment or machinery. Assists customers with locating and buying parts needed to keep equipment or machines running properly.

Common job titles include:

- Retail Parts Professional
- Commercial Parts Professional
- Parts Specialist
- Parts Clerk
- Parts Counter Person

National Postings	% BA	% Entry Level
★★ 14,102	🕒 2%	🌑 35%

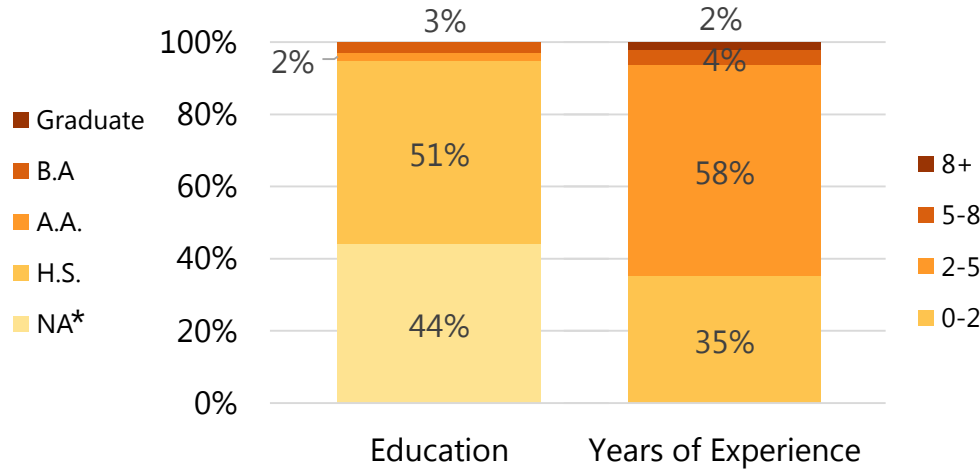
Posting Counts

- ★ Below 10,000
- ★★ 10,000-25,000
- ★★★ 25,000-75,000
- ★★★★ 75,000-150,000
- ★★★★★ Above 150,000

Employability Skills:

- Communication Skills
- English
- Bilingual Spanish
- Bilingual
- Computer Skills
- Organizational Skills
- Writing
- Telephone Skills
- Multi-Tasking
- Detail-Oriented

Distribution of Requirements



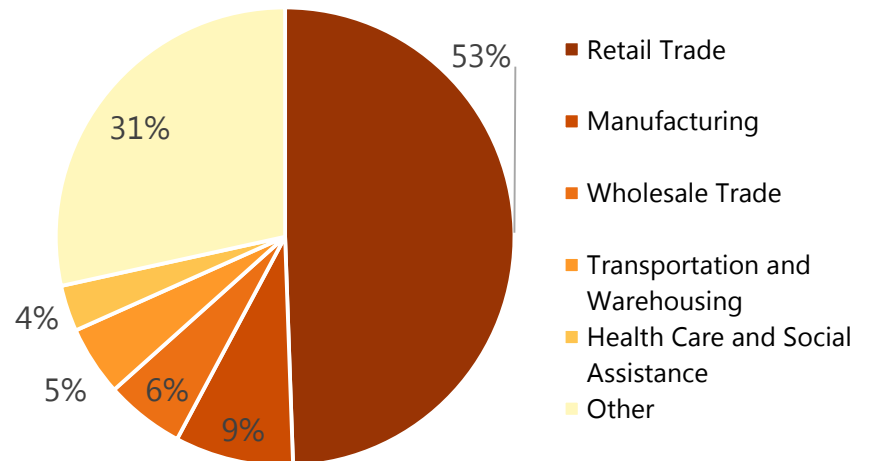
Note: 44% of job postings do not specify any education requirements.

Postings specifying education requirements take **4% longer to fill**.

Top Certificates

Automotive Service Excellence (ASE) Certification

Distribution of Industry Demand



Parts Specialist / Salesperson: Sample Posting

Description

This individual will perform a variety of customer service, marketing, promoting, advertising, and stocking duties related to the parts sales, receiving and delivery of parts and accessories that contribute to the efficient, safe and profitable operation of the parts department. They will assist customers by properly identifying needed items, using electronic parts catalogs and other available resources. They will merchandise, invoice and make any necessary entries to the inventory control system based on company guidelines.

Specific Duties Include:

- Assist in keeping parts department clean and professional.
- Record all sales (including lost sales) and/or customer transactions using Company provided systems/tools (i.e. PFW) and guidelines.
- Assist in maintaining the retail sales floor and displays to meet or exceed the dealerships standards and ensure customer satisfaction.
- Take a proactive approach to inventory control by assisting and or reporting discrepancies.
- Ensure internal and external customers receive the correct parts in a timely manner.
- Receive, ship, and store parts as needed in accordance with DOT local, state, and federal guidelines.
- Proactively study and stay current on industry and product information.
- Pick up and deliver parts for customers and vendors as needed.
- Mark and store parts in stockroom according to prearranged system and assist with cycle count duties.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as specified in company manuals and as directed in the employee handbook.
- Conduct self in the presence of customers and community so as to present a professional image of RDO Equipment Co.
- Proactively seek and participate in available company-sponsored training, in an effort to develop and advance knowledge base and skill set.
- Participate in all company/location driven communication efforts, including open book meetings, huddles, department meetings and other related efforts.
- Maintain a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform all other duties as assigned by management in a professional and efficient manner. Requirements
- Formal parts training and or industry experience.
- Understanding of mechanical and technical terms.
- Knowledge of parts operating systems preferred.
- Computer skills.
- Strong organizational skills.
- Interpersonal skills.
- Customer service skills.



Real Estate / Rental

- Leasing
- Property Management
- Inspection

Business Development

- Sales
- Customer Contact
- Business Development

Software and Computer Skills

- Microsoft Office
- Microsoft Excel
- Property Management Software, e.g. Yardi

Administrative

- Appointment Setting
- Data Entry
- Scheduling
- Budgeting

Leasing Consultant

- ❖ *Italicized skills* indicate those that are defining to the roles
- ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Leasing Consultant: Works with clients to help them rent units in an apartment community. Specializes in rental housing. Uses software to set rental costs, screen applicants, run credit reports. Supports residents.

Common job titles include:

Leasing Consultant
Leasing Agent
Apartment Leasing Consultant
Leasing Professional
Leasing Specialist

National Postings	% BA	% Entry Level
★★ 16,656	🕒 20%	🕒 91%

Posting Counts

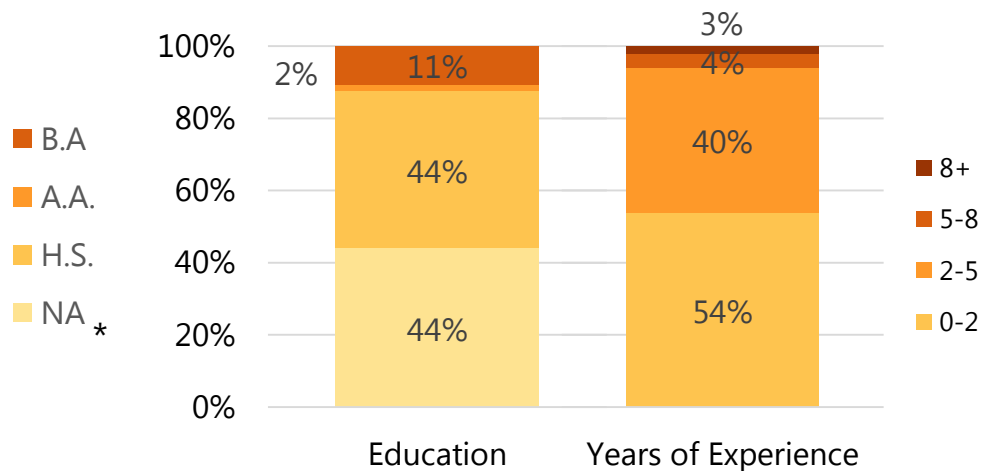
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

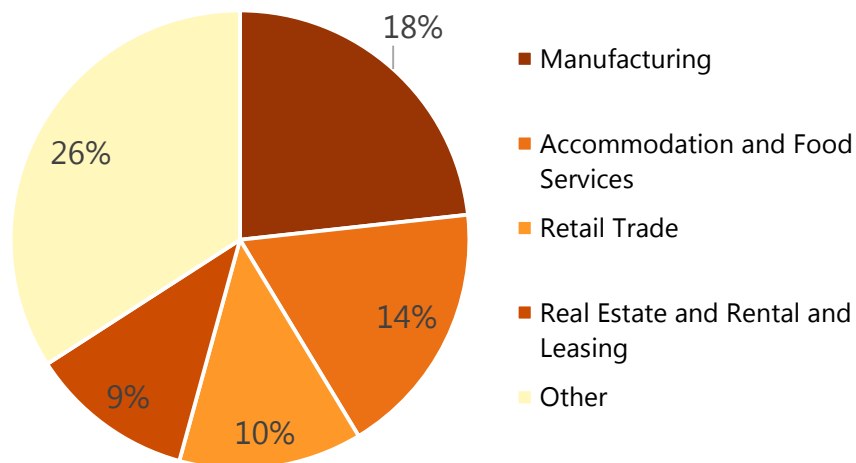
- Customer Service
- Communication
- Computer Skills
- Writing
- Organizational Skills
- Planning
- Teamwork
- Building Effective Relationships



Distribution of Requirements



Distribution of Industry Demand to update



Leasing Consultant: Sample Posting

Department: Operations (Site)
Reports to: Community Manager
Supervises:N/A
Status: Non-Exempt
Grade:

Purpose of the Job:

Leasing Consultants have primary marketing responsibilities as they pertain to interfacing with prospective residents at the community, handling day-to-day issues with current residents, and coordinating the renewals of existing leases.

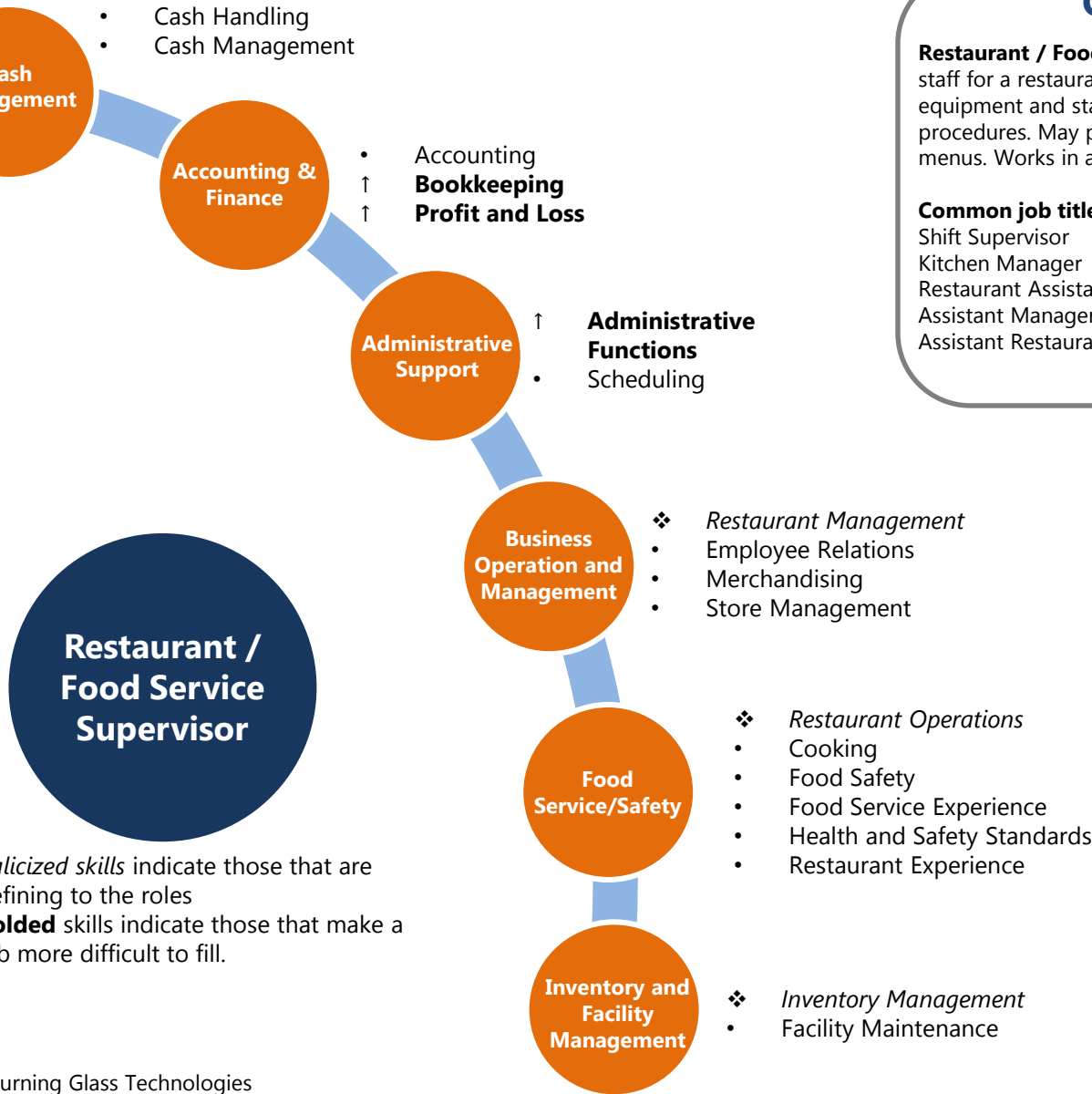
Essential Functions and Responsibilities

- Provide excellent service to all residents, prospects and visitors to the community
- Effectively lease apartments in accordance with budget guidelines
- Follow Fair Housing Standards in all matters when working with prospects and residents
- Conduct outside marketing activities in order to position Bell communities as communities of choice
- Coordinate the application review for each lease including credit and income verifications
- Complete lease packets and files for each resident to include the lease, all addendums and other proper documentation
- Ensure the condition of leased apartments prior to move-in, including a final inspection and walk through with resident
- Follow up with residents throughout their lease terms and coordinate the renewal process for each lease
- Perform other activities as requested

Background:

- BA/BS in business or related field preferred
- 1+ years multi-family leasing experience or 1+ years B2B selling experience desired
- Working knowledge of MS Office Suite
- Ability to communicate both verbally and in writing





❖ *Italicized skills* indicate those that are defining to the roles
 ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Restaurant / Food Service Supervisor: Supervises food preparation and staff for a restaurant or dining hall. Manages budget for food supplies, equipment and staff; hires and trains staff; monitors food safety procedures. May plan menus or work with chefs or dieticians to plan menus. Works in a school, hospital, nursing home or other institution.

Common job titles include:

- Shift Supervisor
- Kitchen Manager
- Restaurant Assistant Manager
- Assistant Manager
- Assistant Restaurant Manager

National Postings	% BA	% Entry Level
★★★★★ 211,823	🕒 7%	🕒 23%

Posting Counts

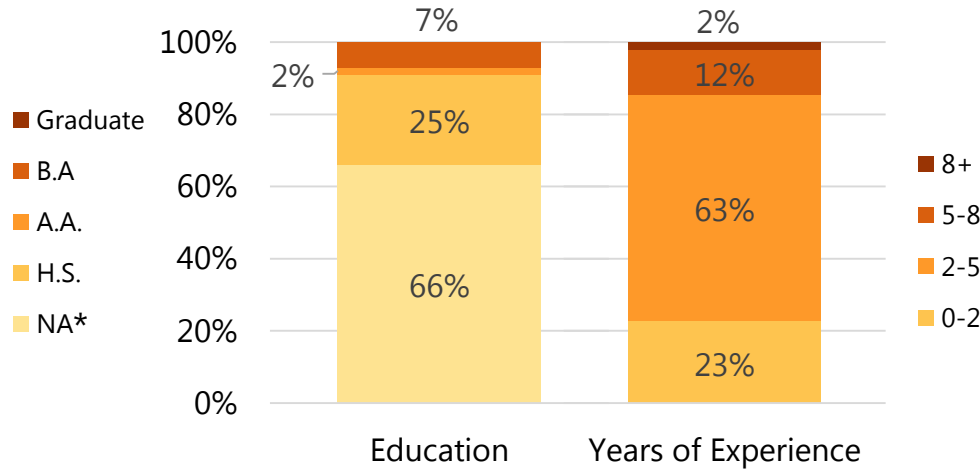
- ★ Below 10,000
- ★★ 10,000-25,000
- ★★★ 25,000-75,000
- ★★★★ 75,000-150,000
- ★★★★★ Above 150,000

Employability Skills:

- Communication Skills
- Problem Solving
- Organizational Skills
- Leadership
- Writing
- Computer Skills
- Creativity
- Planning
- English
- Cost Control



Distribution of Requirements



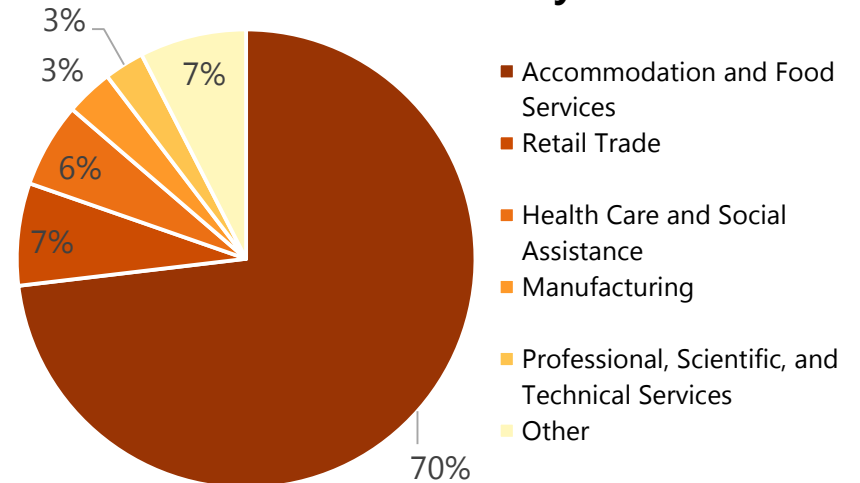
Note: 66% of job postings do not specify any education requirements.

Postings specifying education requirements take **26% longer to fill**.

Top Certificates

ServSafe

Distribution of Industry Demand



Restaurant / Food Service Supervisor:

Sample Posting



Job Description

We are currently seeking a Sr. Assistant Restaurant Manager with a minimum of 2 years of management experience to ensure the full execution of running quality shifts and driving sales/profit performance for the restaurant. This role is responsible for sourcing, interviewing, training, developing, and evaluating Cast Members. This manager will supervise and oversee daily store operations to ensure profitability through outstanding store presentation, Guest service, and daily operational cost control.

Job Responsibilities:

- Makes daily decisions that involve time management (must have a sense of urgency), staff scheduling and support, upholding product quality, cleanliness, and all other Company standards.
- Builds sales and maximizes profits by effectively recruiting, training, developing and communicating Company and Guest expectations to entire team.
- Coaches, teaches and motivates team to maintain high-quality Guest service and safety.
- Exercises good business skills and judgment in cost control procedures, financial accounting, inventory levels, and labor management.

Minimum Qualifications:

- Must have a high-school diploma or GED. College degree preferred.
- Minimum of two (2) years previous management experience preferably in the food service industry

Key Competencies:

- Coaching and Development
- Effective Communication
- Demonstrates Ethics & Integrity
- Values Diversity
- Building Credibility
- Time and Priority Management
- Problem Solving and Decision Making





- Quickbooks
- Scheduling



- ❖ *Cash Register Operation*
- Cash Handling
- Payment Processing
- Scanners



- ❖ *Loss Prevention*
- **Asset Protection**
- **Inventory Maintenance**
- Product Location



- ❖ *Merchandising*
- ❖ *Retail Sales*
- *Customer Checkout*
- Description and Demonstration of Products
- Processing Item Returns
- Surveillance



- ❖ *Sales*
- Cold Calling
- **Inside Sales**
- Outside Sales
- Sales Support
- Telemarketing

❖ *Italicized skills* indicate those that are defining to the roles
 † **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Retail Sales Associate: Sells merchandise or products in a retail store. Provides information about store merchandise, assists customers with finding items and encourages sales.

Common job titles include:

- Sales Associate
- Retail Sales Associate
- Retail Consultant
- Retail Sales

National Postings	% BA	% Entry Level
★★★★★ 694,983	🕒 3%	🕒 77%

Posting Counts

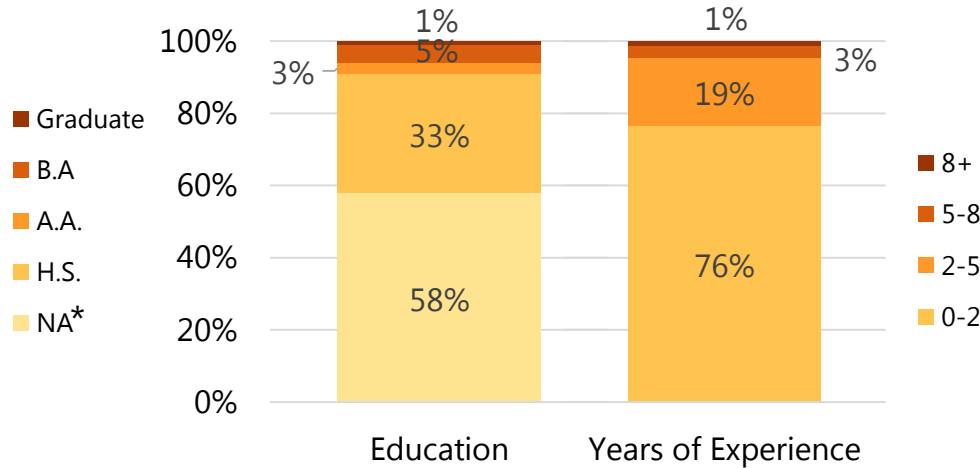
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

- Communication Skills
- Organizational Skills
- Writing
- English
- Multi-Tasking
- Team Work
- Computer Skills
- File Management
- Positive Disposition
- Problem Solving



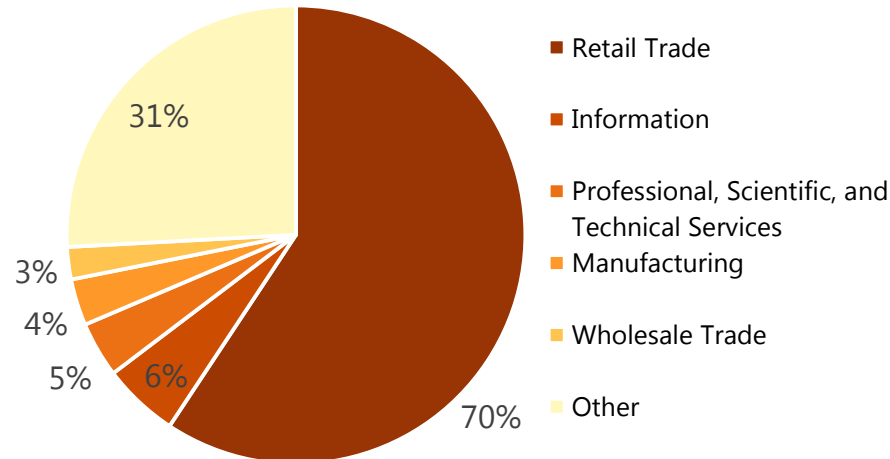
Distribution of Requirements



Note: 58% of job postings do not specify any education requirements.

Postings specifying education requirements take **23% longer to fill**.

Distribution of Industry Demand



Retail Sales Associate: Sample Posting

Description

The Associate is responsible for greeting and servicing customers, generating sales, maintaining store appearance, merchandising, stocking, cash register operations and opening and closing the store within store operational guidelines.

Job Responsibilities

- Greets and approaches customers promptly and assists them in the selection and purchase of merchandise in accordance with store customer service standards
- Ensure that all sales and return transactions are completed and recorded accurately using proper cash handling procedures per established store policies
- Maintain an awareness and understanding of all product knowledge information, product promotions, upcoming sales and events and advertised products
- Assist with floor moves, merchandising, display and end cap changes, product shelf maintenance and set up for special events and promotions
- Assist in processing and replenishing merchandise including the proper receiving of merchandising and associated check in procedures as well as the monitoring of floor stock
- Maintain store appearance and performs general housekeeping including wiping counters, shelves, windows and restrooms as necessary
- Helps prepare for and participates in periodic cycle counts and physical inventories
- Responsible for opening and/or closing the store making sure that all opening and closing procedures are completed per store procedures to include completing required paperwork, securing the store and making the daily bank deposit
- Performs role within safety guidelines and observes and follows all policies concerning asset protection, merchandising and store operations as directed by management

Job Requirements:

- Demonstrated customer service skills
- Outstanding communication skills
- Must have basic reading skills to read labels, literature, policy manuals etc.
- Basic math skills and the ability to make change required
- Must be able to lift up to 20 lbs
- Frequent bending, stooping lifting, gripping, twisting and reaching
- Must be able to stand and walk about the store throughout scheduled shift
- Experience in retail or related experience strongly preferred
- Basic knowledge of computers helpful
- Cosmetology license preferred



Retail Sales Support

- Bookkeeping
- Scheduling

Business Strategy and Management

- Business Planning
- ↑ **Oracle**

Inventory Operations and Management

- ❖ *Inventory Management*
- Asset Protection
- Forklift Operation
- Inventory Maintenance
- ↑ **Loss Prevention**
- Purchasing

Retail Sales

- ❖ *Store Management*
- ❖ *Merchandising*
- Description and Demonstration of Products
- Retail Sales
- Surveillance
- Visual Merchandising

Sales

- Sales
- ↑ **Sales Management**
- Sales Planning
- Sales Reporting

Retail Supervisor

- ❖ *Italicized skills* indicate those that are defining to the roles
- ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Retail Supervisor: Supervises staff in a store that sells retail merchandise to customers. Oversees and provides training or coaching for sales staff or staff that stock shelves or goods in a store. Approves discounts or returns for customers, and handles customer complaints. May assist with managing inventory, purchasing or preparing sales reports.

Common job titles include:

Assistant Manager
Department Manager
Key Holder
Team Leader
Shift Supervisor

National Postings	% BA	% Entry Level
★★★★★ 337,039	🕒 20%	🕒 37%

Posting Counts

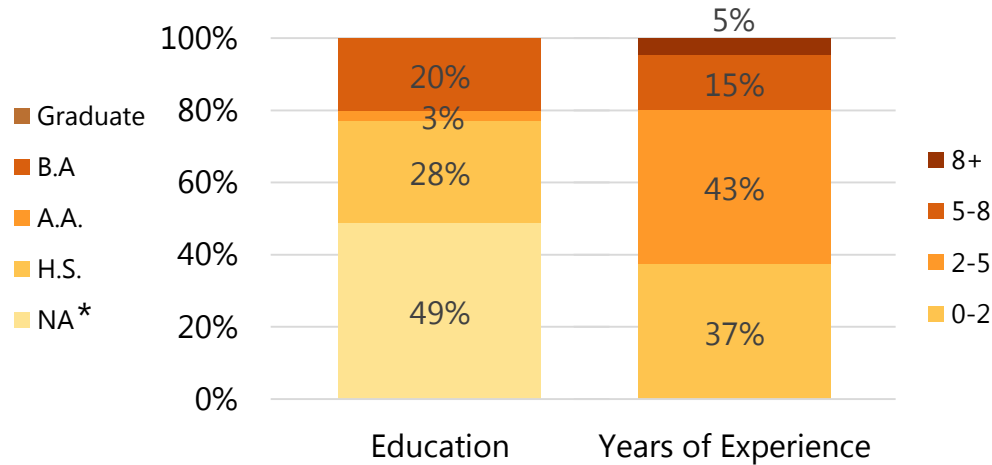
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

- Communication Skills
- Organizational Skills
- Problem Solving
- Planning
- Leadership
- Writing
- Building Effective Relationships
- Computer Skills
- Budgeting
- Detail-Oriented



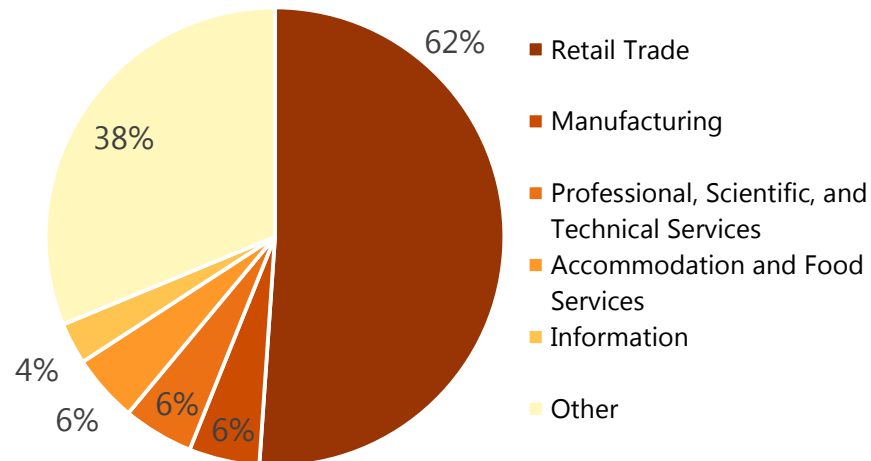
Distribution of Requirements



Note: 49% of job postings do not specify any education requirements.

Postings specifying education requirements take **29% longer to fill**.

Distribution of Industry Demand



Retail Supervisor: Sample Posting

Position Description Responsible for overseeing the daily activities of hourly associates on the Sales Floor, Front End, Freight, Delivery or Stocking departments

Responsible for training, mentoring, and coaching employees

Also manages associate performance and ensures adequate department coverage through influencing scheduling

Conducts activities appropriate for specific department including, but not limited to, ensuring merchandise is stocked, tracking and reporting relevant metrics, and monitoring project activity

Maintains a safe and secure work environment by conducting daily safety reviews, noting hazards, keeping store areas clean and organized, securing doors and gates, and monitoring for potential theft or security risks

Also responsible for providing superior customer service by assisting customers in locating, selecting, demonstrating, and loading merchandise

****Job Requirements****

- Requires morning, afternoon, and evening availability any day of the week
- Physical ability to move large, bulky and/or heavy merchandise
- Physical ability to perform tasks that may require prolonged standing, sitting, and other activities necessary to perform job duties

****Minimum Qualifications****

- High school diploma or equivalent
- Experience with computer and web-based systems, e.g. email, web based applications, delivery/scheduling systems, online ordering systems, training
- PSA: Ability to travel between stores within market and work overnight and weekends as required AND Licensed driver with reliable transportation and ability to pass MVR screen AND 2 years customer service or retail experience in a fast-paced retail environment
- Front End: 2 years administrative and customer service experience in a fast-paced retail environment, including at least 1 year supervisory experience
- Sales Floor: 2 years experience in a fast-paced retail environment, e.g. big-box stores, food service, customer service experience, including at least 1 year supervisory experience
- Internet Fulfillment: 2 years relevant experience in a shipping/receiving environment e.g. warehouse, distribution, including at least 1 year supervisory experience.
- Installed Sales: 3 years relevant experience in a retail environment, including at least 1 year supervisory experience
- Delivery & Delivery: Require valid state-issued driver's license and 21 years of age AND 6 months experience with in-home delivery OR retail customer service experience. Freight Flow, FF/Delivery, & Night Stocking: 6 months of stocking/receiving/inventory experience.





❖ *Italicized skills* indicate those that are defining to the roles
 ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Sales Manager: Plans and directs sale of products or services to customers. Coordinates sales distribution. Establishes sales territories, quotas and/or goals for staff, and provides training for sales representatives. Analyzes sales data to monitor customer preferences and develops strategies for increasing sales.

Common job titles include:

- Sales Manager
- Business Development Manager
- Regional Sales Manager
- District Manager
- Territory Manager

National Postings	% BA	% Entry Level
★★★★★ 252,374	🌑 73%	🌒 7%

Posting Counts

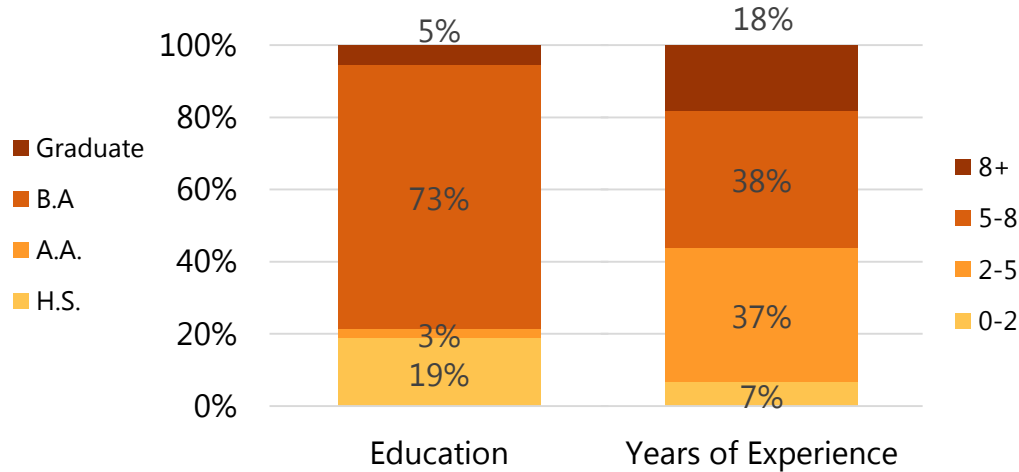
- ★ Below 10,000
- ★★ 10,000-25,000
- ★★★ 25,000-75,000
- ★★★★ 75,000-150,000
- ★★★★★ Above 150,000

Employability Skills:

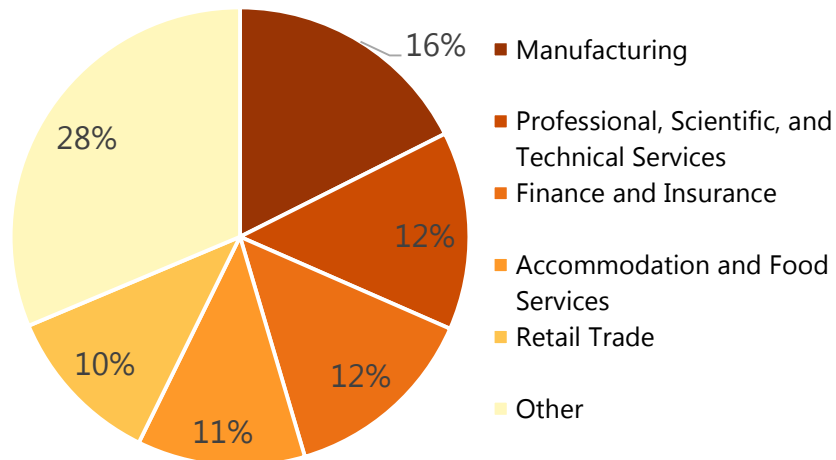
- Communication Skills
- Organizational Skills
- Writing
- Planning
- Building Effective Relationships
- Problem Solving
- Presentation Skills
- Budgeting
- Computer Skills
- Leadership



Distribution of Requirements



Distribution of Industry Demand



JOB DESCRIPTION

The Sales Manager will be responsible for the performance of multiple Sales Representatives and will report to the Branch Manager.

Responsibilities include:

- Forecast and developing annual, quarterly and monthly sales quotas for regions and territories; projecting expected sales volume and profit for existing and new customers.
- Maintain a high level of customer service with existing customers using problem solving, issue resolution, and administrative follow-up.
- Collaborate with the Branch Manager in monitoring the performance of Sales Representatives.
- Coordinate proper company resources to ensure efficient and profitable sales results.
- Establish activities/tactics that will help generate new clients and target new business.

Job Requirements:

- 5 years selling large contracts in the NVOCC, consolidation, freight forwarding/ management, air freight, and warehousing operations
- 2 years management experience
- Aggressive sales experience
- Good tele-marketing/cold calling skills
- Excellent management & people skills
- Working knowledge of Word, Excel and PowerPoint
- Bachelor's degree or equivalent work experience





- ↑ **Medical Sales**
- Pharmaceutical Sales
- Technical Sales



- Appointment Setting
- Sales Planning
- Sales Support
- ↑ **Sales Training**



- ❖ *Outside Sales*
- ❖ *Inside Sales*
- ❖ *Direct Sales*
- Cold Calling



- ❖ *Sales*
- ❖ *Business Development*
- Account Management
- Description and Demonstration of Products
- Merchandising
- Product Sales
- Retail Sales



- ❖ *Marketing*
- Business Planning
- Market Research
- Market Strategy
- Purchasing

❖ *Italicized skills* indicate those that are defining to the roles

↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Sales Representative: Represents and sells products or services on behalf of a company. Recruits new customers, presents information to demonstrate product value and persuade buyers, negotiates prices, confirms sales agreements, and works to meet company sales goals. Travels to generate new sales and maintain contact with customers.

Common job titles include:
 Sales Representative
 Outside Sales Representative
 Inside Sales Representative
 Sales Executive
 Sales Professional

National Postings	% BA	% Entry Level
★★★★★ 674,658	☾ 57%	☾ 30%

Posting Counts

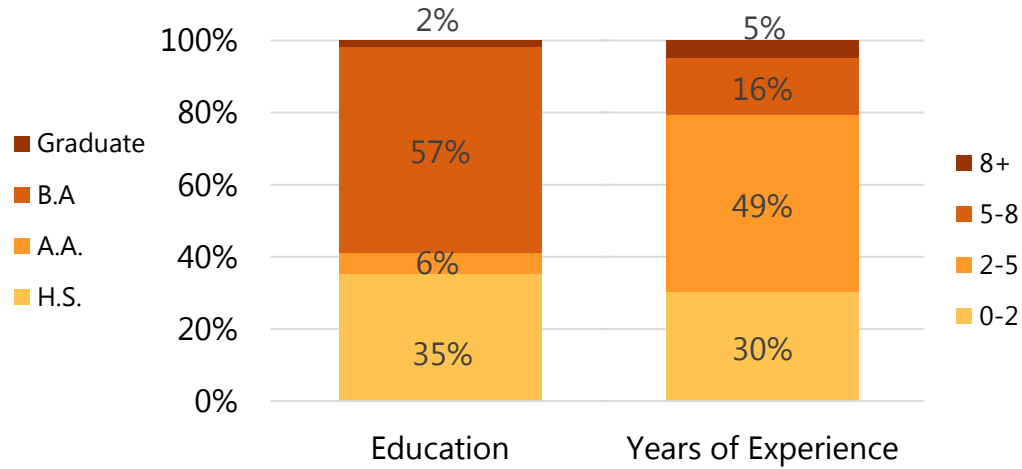
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

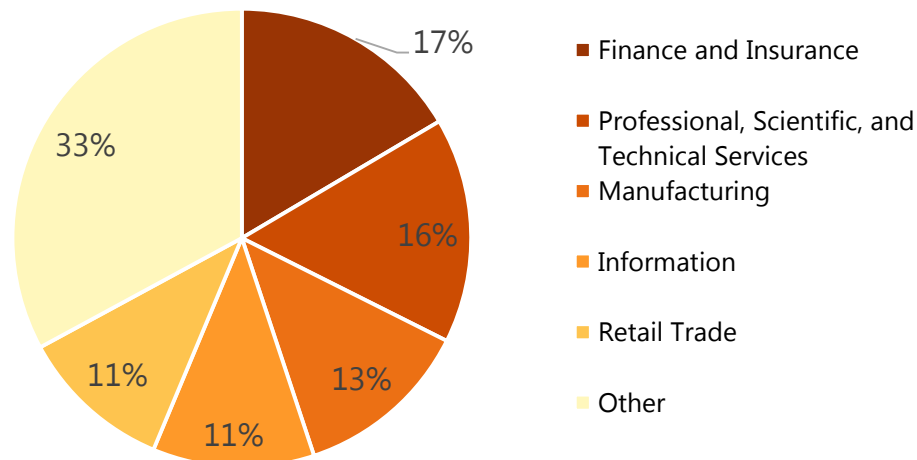
- Troubleshooting
- Preventive Maintenance
- Communication Skills
- Organizational Skills
- Computer Skills
- Writing
- English
- Problem Solving
- Record Keeping
- Quality Assurance and Control



Distribution of Requirements



Distribution of Industry Demand



The Outside Sales Representative - Environmental focuses on building business within their territories as well as developing and maintaining strong customer relationships. While working in conjunction with route drivers, the Outside Sales Representative (known internally as a Market Sales Specialist) provides product insight to our clientele regarding essential lines of business.

Key Responsibilities:

- Convert sales of route drivers
- Upsell current customers and build territory
- Prepare and deliver customer quotes

Qualifications:

- Exceptional computer skills
- Tenacious, assertive, strong organizational skills and a hunter mentality. Proven ability to develop a book of business
- Working knowledge and current use of CRM, Microsoft Dynamic a plus
- 3+ years business to business sales experience
- Ability to obtain and retain a Class C light duty license



General Data Techniques

- Data Collection
- Data Entry

General Lending

- **Underwriting**

Legal Document Management

- **Document Retrieval**
- Legal Document Composition

Property Management

- Real Estate Experience

Surveying

- **Survey Analysis**
- Surveys

Title Examiner / Abstractor

- ❖ *Italicized skills* indicate those that are defining to the roles
- ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Title Examiner / Abstractor: Researches and compiles information related to titles, primarily as needed for real estate transactions. Searches records, examine titles, summarizes legal or insurance documents; compiles information on mortgages or contracts related to titles. Conducts research for law firms, real estate firms, or title insurance companies.

Common job titles include:

- Title Examiner
- Title Processor
- Commercial Title Examiner
- Senior Title Examiner
- Title Searcher

National Postings	% BA	% Entry Level
★ 1,622	🕒 3%	🕒 22%

Posting Counts

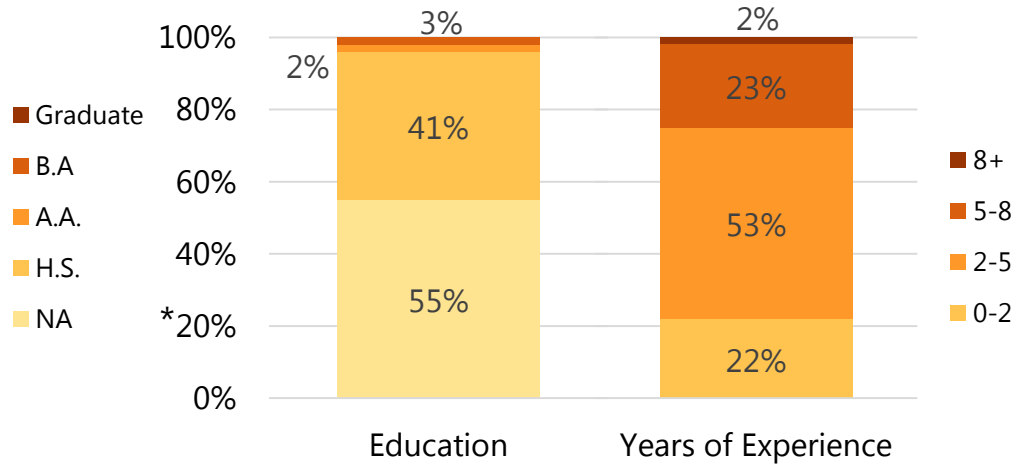
- ★ Below 10,000
- ★★ 10,000-25,000
- ★★★ 25,000-75,000
- ★★★★ 75,000-150,000
- ★★★★★ Above 150,000

Employability Skills:

- Detail-Oriented
- Writing
- Basic Internet Skills
- Problem Solving
- Communication Skills
- Organizational Skills
- Research
- Typing
- Multi-Tasking
- Computer Skills



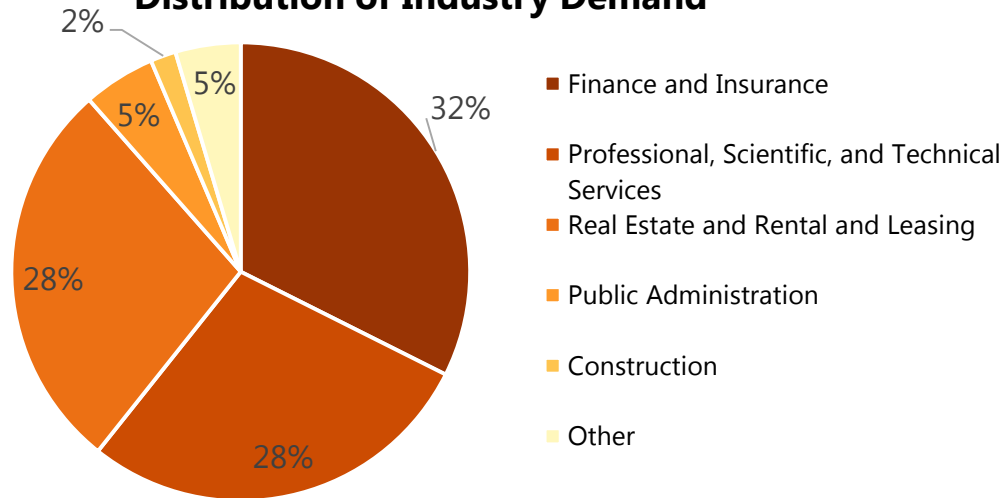
Distribution of Requirements



Note: 55% of job postings do not specify any education requirements.

Postings specifying education requirements take **10% longer to fill**.

Distribution of Industry Demand



Description: The Title Examiner performs title searches by reviewing documents reflecting the ownership history of a property. The Title Examiner uses various websites and title search software and must be innovative in approach to locating property information. The Title Examiner is responsible for determining what does and does not affect the title to a property

Position Responsibilities:

- Searches deed records and judgment records using various county software and websites
- Checks bankruptcies and Patriot Act blacklist websites on property owners.
- Updates title and judgment searches.
- Transmits completed updates to appropriate party (client, closer, etc.).
- Responds to client requests in a timely manner
- Determines the steps to be taken in order to transfer the title of property based on to the conditions called for in the real estate contract and lender instructions.
- Prepares closing documents to ensure that title insurance is issued at closing
- Prepares transaction documents by ordering title reports, completing forms and statements, and gathering existing documents.
- Reviews title to confirm liens are released or the appropriate documentation is received.
- Carries out responsibilities in accordance with the organizations policies, underwriting directives, and applicable laws.
- Stays abreast of industry changes and underwriting alerts.
- Performs other special assignments as needed



**Business
Operation and
Management**

- ❖ *Cash Management*
- ↑ **Business Planning**
- Enterprise Resource Planning (ERP)
- Inventory Management
- Purchasing

**Financial
Analysis**

- ❖ *Cash Flow Analysis*
- ↑ **Financial Analysis**
- Financial Planning
- ↑ **Forecasting**

**Financial
Reporting and
Management**

- ❖ *Financial Reporting*
- ❖ *Financial Management*
- Acquisitions
- ↑ **Due Diligence**
- Financial Statements

**General
Accounting**

- ❖ *Accounting*
- ↑ **Account Reconciliation**
- Accounting Systems
- Accounts Payable / Accounts Receivable
- Balance Sheet
- Bank Reconciliation
- Cost Accounting
- General Ledger
- Generally accepted Accounting Principles (GAAP)
- Month-End Close Processes
- Public Accounting

**Treasurer /
Controller**

- ❖ *Italicized skills* indicate those that are defining to the roles
- ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Treasurer / Controller: Directs and oversees the treasury of a government, private corporation or non-profit organization, and may oversee the investment of funds. Supervises the quality of accounting and financial reporting within an organization, and directs preparation of reports that show the financial position of an organization.

Common job titles include:

Controller
Assistant Controller
Chief Financial Officer
Corporate Controller
Financial Controller

National Postings	% BA	% Entry Level
★★★ 73,200	● 86%	⌚ 4%

Posting Counts

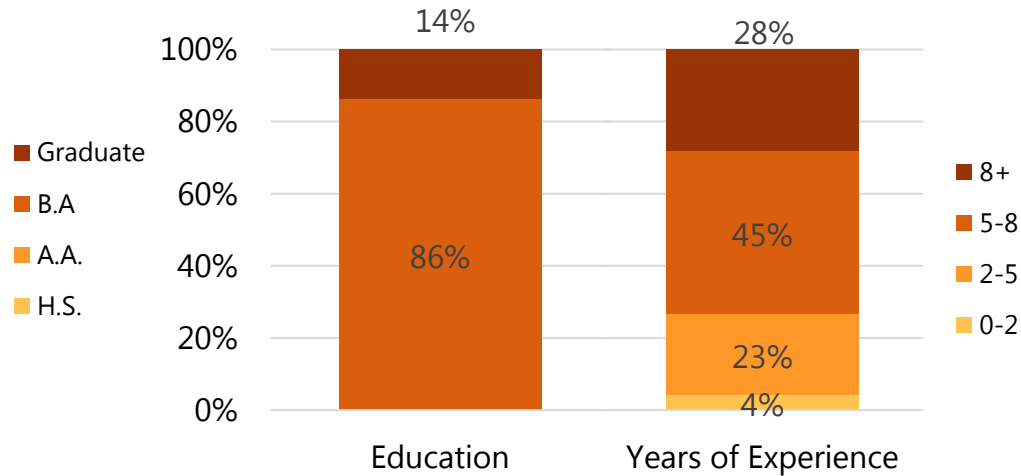
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

- Budgeting
- Communication Skills
- Organizational Skills
- Planning
- Writing
- Problem Solving
- Detail-Oriented
- Building Effective Relationships
- Analytical Skills
- Computer Skills



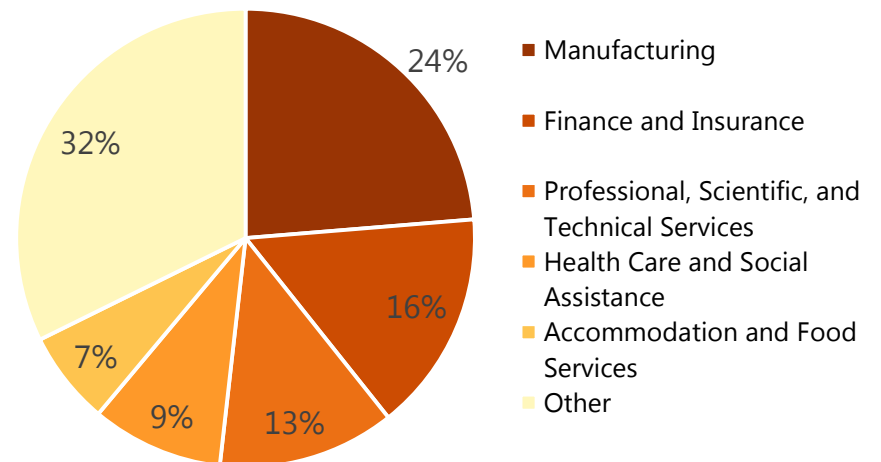
Distribution of Requirements



Top Certificates

Certified Public Accountant

Distribution of Industry Demand



Reporting directly to the Division President, this position will also have functional accountability to the corporate finance group located in San Francisco. As a key member of the division management team, the Division Controller is responsible for timely review, interpretation and generation of recommendations related to division financial performance. The Division Controller is responsible for planning, organizing and directing the finance and accounting function, as well as, measuring its performance. The Controller must also periodically review and evaluate major transactional processes in order to ensure internal controls are effective and the processes are efficient and cost effective.

RESPONSIBILITIES:

- Accurate and timely measurement of results and reporting of divisional financial performance to division management and corporate accounting.
- Review financial results including revenue and expense trends with division's management team and make recommendations for corrective action to mitigate variances from plan.
- Develop customer proformas to support pricing / bid process and evaluates actual profitability against expectations. Participate in Customer Business reviews as needed.
- Develop annual strategic and financial business plans in collaboration with division management team.
- Oversee accounts receivable function to ensure transactional integrity, adequate credit limits and bad debt reserves are established and day's sales outstanding (DSO) is minimized.
- Monitor inventory management systems, policies and procedures to protect asset value. Oversight of Accounts Payable function ensuring transactions are recorded accurately, timely and in accordance with company policy.
- Timely filing of excise tax returns and ensure compliance with all other local regulatory and statutory filings.
- Ensure all balance sheet accounts are reconciled and analyzed in accordance with U.S. GAAP and company policy.
- Ensure division's fixed assets are accounted for accurately and timely.
- Oversees on-site computer room operations to ensure effective and efficient use of systems.
- Provide leadership and management to the division finance department.
- Timely completion of SOX testing as required.
- Workpapers, schedules and/or other documents required for the annual or periodic audit are accurate, complete and submitted timely.

Job Requirements

- BS in Accounting or Finance, CPA or similar designation a plus.
- Minimum 10 years combined experience, 3 to 5 years experience as a Controller in a fast paced, hands on environment.
- Distribution, manufacturing or retail background highly preferred.
- Strong organizational and leadership skills.
- An effective communicator both orally and written.
- Experience with SAP FI/CO a plus.



Aircraft / A & P Mechanic

❖ *Italicized skills* indicate those that are defining to the roles
 ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Repair Operations

- ❖ *Technical Orders*
- Technical Writing / Editing
- Maintenance Scheduling

Electrical Systems

- ❖ *Test Equipment*
- ❖ *Electrical Wiring*
- Schematic Diagrams
- Wiring Diagrams
- Electrical Systems

Hand Tools

- Hand Tools
- Power Tools
- Drills
- Micrometers
- Dial Indicators

Aircraft / A&P Repair

- ❖ *Blueprints*
- ↑ **Plumbing**
- ↑ **Fuel Systems**
- Hydraulics
- Engine Repair
- Ventilation

Repair Equipment

- Forklift Operation
- ↑ **Hoisting Equipment**
- Calibration
- Machinery
- Welding Equipment

Occupation Profile

Aircraft / A & P Mechanic: Maintains and repairs different types of aircraft such as planes, jets or helicopters. Provides scheduled maintenance and inspections. May specialize in working on the frame, engine, electrical systems or other parts of an aircraft, or specialize in certain types of aircraft.

Common job titles include:

- A and P Mechanic
- Aircraft Mechanic
- Aircraft Structural Repairer
- A and P Technician
- Aircraft Pneudraulics Repairer

National Postings	% BA	% Entry Level
★★ 11,428	○ 0%	🕒 16%

Posting Counts

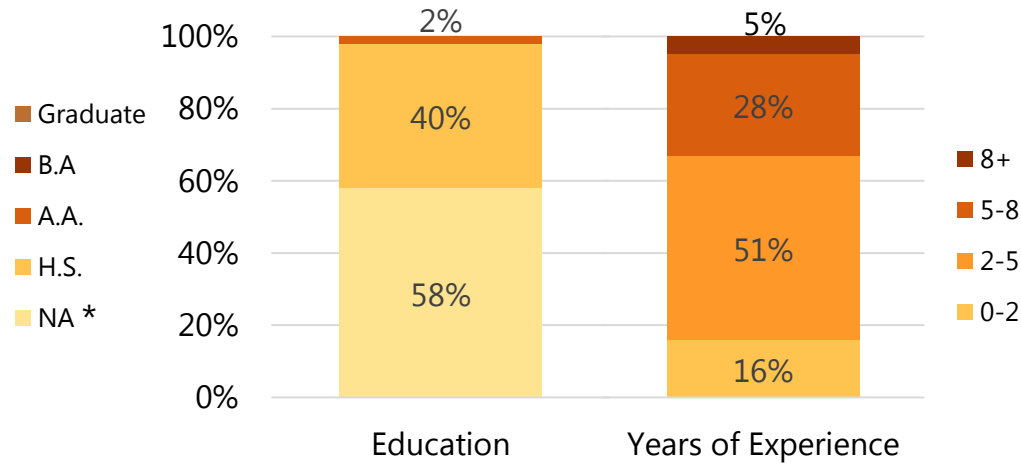
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

- Troubleshooting
- Organizational Skills
- Communication Skills
- Preventative Maintenance
- Supervisory Skills
- Quality Assurance and Control



Distribution of Requirements



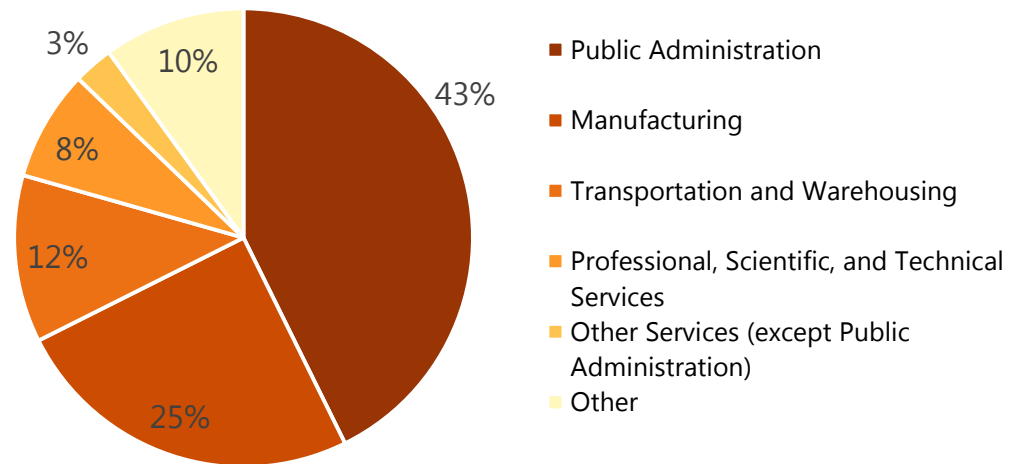
Note: 58% of job postings do not specify any education requirements.

Postings specifying education requirements take **3% longer to fill**.

Top Certificates

Airframe and PowerPlant (A & P) Certification

Distribution of Industry Demand



Responsibilities:

- Researches technical data and performs disassembly, repair, cleaning, adjustment, assembly testing and calibration of aircraft components and company special tools and ground equipment in accordance with applicable maintenance manual, FAA regulations and Company policies and procedures.
- Repairs, replaces and rebuilds aircraft structures, and functional components including rigging, surface controls, plumbing and hydraulic units.
- Reads and interprets manufacturers and airlines maintenance manuals, service bulletins, and other specifications to determine feasibility and method of repairing or replacing malfunctioning or damaged components.
- Upon removing units from an aircraft, engine, or other major component or sub-assembly, completes appropriate identification, routing tags and forms and makes appropriate entries into the Component Removal Log.
- Inspects turbine blades to detect cracks or breaks. Disassembles and inspects parts for wear, or other defects.
- Repairs or replaces defective engine parts and reassembles and installs engine in aircraft.
- Adjusts, repairs, or replaces electrical wiring system and aircraft accessories.
- Performs miscellaneous duties to service aircraft including flushing crankcase, cleaning screens, greasing moving parts, and checking brakes. Upon completion of work scope obtains the signature of a certified mechanic on work cards or forms.
- Ensures that proper documentation is made on training record for training received, and signed by Lead, Supervisor, or Manager.
- Performs maintenance work such as repair and maintenance of company equipment and shop housecleaning.

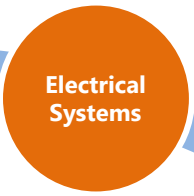
Qualifications:

- Must possess A&P certificate for a minimum of 5 years.
- Must possess type training or OJT for the DHC-8 (Dash 8).
- Must possess minimum 2 years' experience in aircraft maintenance on DHC-8 (Dash 8).
- Must be current on the aircraft within the last 24 months.
- Must be able to pass a company medical.
- Must possess a US Passport.
- Must have the ability to organize and plan work adhering to deadlines; attention to detail and mathematical skills.
- Must have the ability to read, write, and understand the English language and to follow verbal and written instruction.
- Must have the ability to interpret and apply technical data relating to position.
- Must have the ability to work with or without supervision in a team environment.

Desired Experience

- Must possess minimum 5 years' experience in aircraft maintenance on DHC-8-200 (Dash 8-200).
- Type training for the DHC-8-200 (Dash 8-200) within the last 2 years.
- Be current on the aircraft within the last 6 months.





- ↑ **Electrical Systems**
- System Maintenance



- Hand Tools
- Power Tools
- ↑ **Pressure Gauges**
- Screwdrivers



- ❖ *Vehicle Maintenance*
- Brake Work
- Engine Repair
- Fuel Systems
- HVAC
- Hydraulics
- Oil Changes
- Steering Repair
- Vehicle Inspection
- Vehicle Repair



- ❖ *Hydraulic Jacks*
- Equipment Maintenance
- Hoisting Equipment
- Machinery
- Welding
- Welding Equipment



- Data Entry
- Forklift Operation
- Report Writing

❖ *Italicized skills* indicate those that are defining to the roles

↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Diesel Mechanic: Repairs and rebuilds diesel engines for vehicles like trucks, ships, tractors, and buses.

Common job titles include:
 Diesel Mechanic
 Diesel Truck Equipment Mechanic
 Auto Light Truck Mechanic
 Diesel Technician
 Truck Mechanic

National Postings	% BA	% Entry Level
★★★ 47,858	○ 0%	🕒 23%

Posting Counts

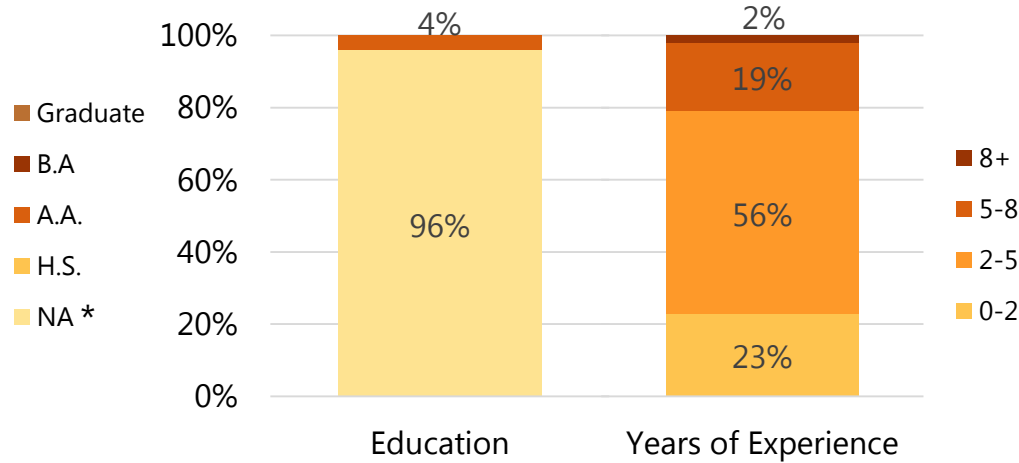
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

- Preventive Maintenance
- Troubleshooting
- Computer Skills
- Positive Disposition
- Organizational Skills
- Communication Skills
- Writing
- Organizing and Maintaining Work Area
- English
- Building Effective Relationships



Distribution of Requirements



Note: 96% of job postings do not specify any education requirements.

Postings specifying education requirements take **34% longer to fill**.

Top Certificates

Commercial Driver's License

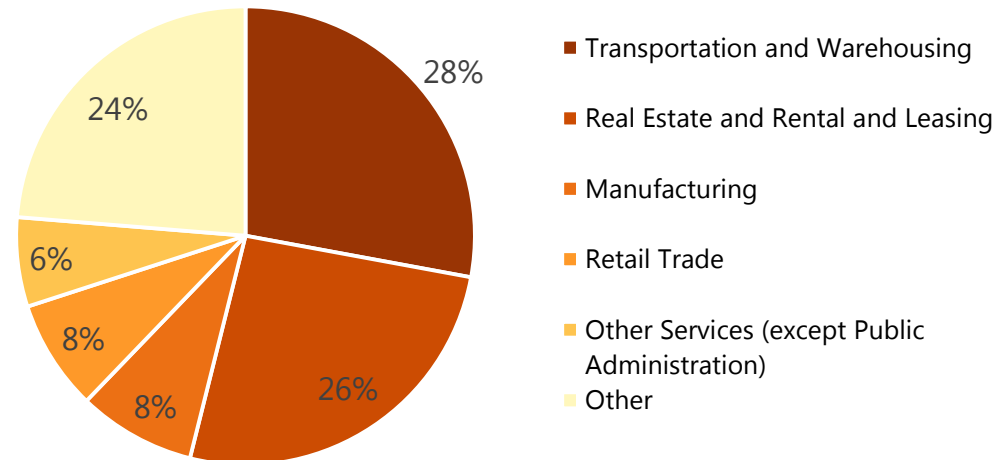
Automotive Service Excellence (ASE) Certification

CDL Class A

Air Brake Certified

Department of Transportation (DOT) Certified

Distribution of Industry Demand



Job Summary

Under general supervision, performs preventive maintenance services and inspects, diagnoses and repairs heavy trucks and associated equipment. Ideal candidate will have experience working on heavy trucks, heavy equipment, or farm equipment, to include electronic diagnostics and hydraulics.

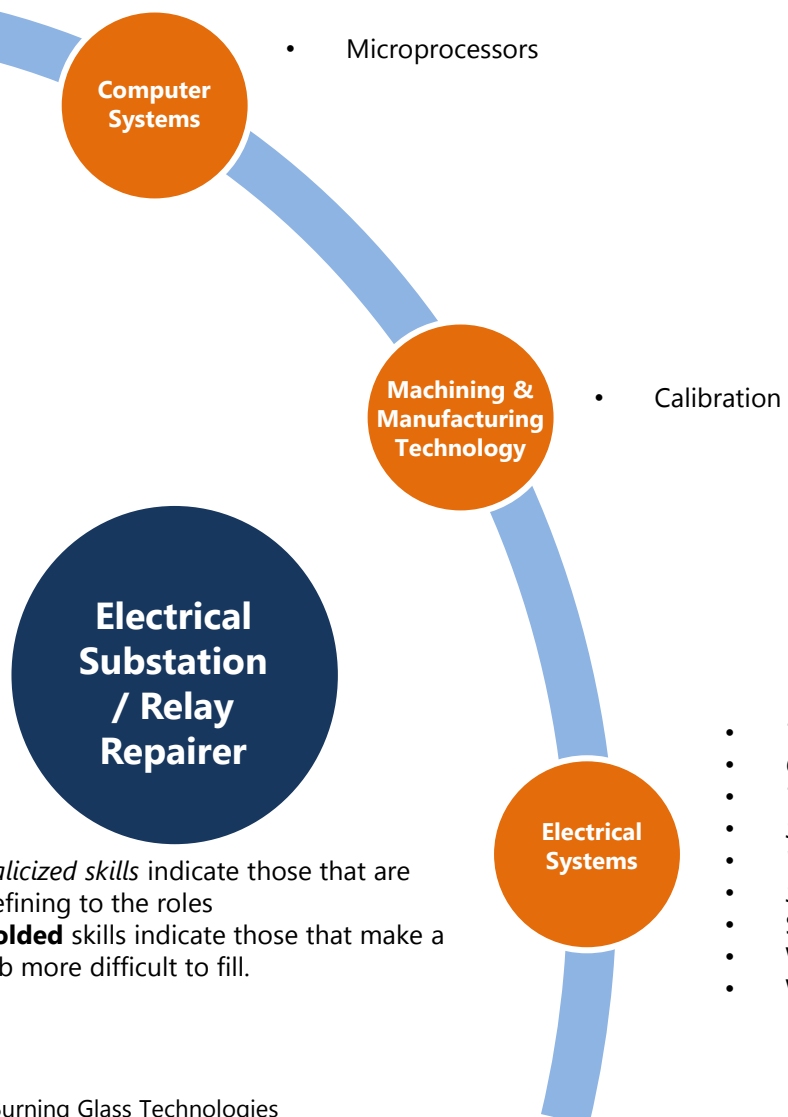
Responsibilities

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other minor duties may be assigned.
- Works under limited supervision and selects from written instructions and established procedures to accomplish assigned tasks.
- Performs repairs and assigned preventive maintenance services.
- Performs inspection, diagnosis and repair of electrical, hydraulic, suspension, brake and air systems on vehicles and equipment.
- Utilizes vehicle computer electronics systems to interpret failure modes to initiate or assign repairs.
- Estimates time and material costs on vehicle repairs and requisitions new parts.
- Performs all work within Standard Repair Times (SRTs).
- Performs service calls for emergency breakdowns.
- Conducts safety checks on vehicles.
- Completes required paperwork utilizing fleet maintenance software program associated with repairing vehicles, documenting parts usage, and accounting for repair times.
- Assists senior technicians in the completion of project work.
- Reviews, completes or assigns repairs identified on Driver Vehicle Inspection Reports.
- Maintains a clean, safe work area in compliance with Corporate / OSHA Standards, and performs all work in accordance with established safety procedures.

Qualifications

- Education: Not required
- Experience: Two year(s) of relevant work experience.
- Valid driver's license and must have a clean driving record.





❖ *Italicized skills* indicate those that are defining to the roles
 † **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Electrical Substation / Relay Repairer: Works at an electrical substation and operates equipment that controls the flow of electricity. Maintains and repairs relays or switches in a system that allows electricity from a power station to travel through the substation out to the distribution system and to customers.

Common job titles include:

- Relay Technician
- Wireman
- Substation Technician
- Senior Relay Technician

National Postings	% BA	% Entry Level
★ 812	○ 0%	🕒 9%

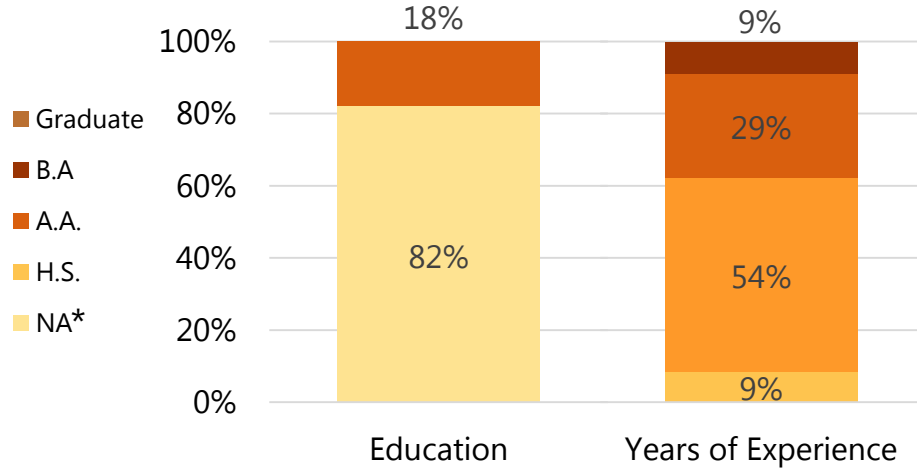
Posting Counts
 ★ Below 10,000
 ★★ 10,000-25,000
 ★★★ 25,000-75,000
 ★★★★ 75,000-150,000
 ★★★★★ Above 150,000

Employability Skills:

- Troubleshooting
- Writing
- Communication Skills



Distribution of Requirements

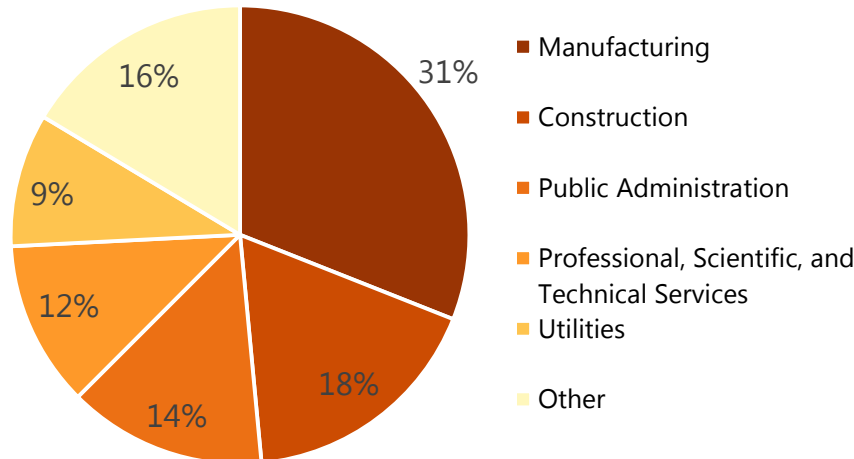


Note: 82% of job postings do not specify any education requirements.

8+ Postings specifying education requirements are **10% faster to fill**.

- 8+
- 5-8
- 2-5
- 0-2

Distribution of Industry Demand



The Relay Technician assists the project technician with the installation, setting, testing and verifying the correct operation of protective relay and control systems.

Position Responsibilities (including but not limited to):

- Verifies correct installation and performance of analog input devices, including current and voltage transformers.
- Functional testing of new wiring within control circuits to ensure correct design and performance.
- Timely completion of all project related documentation, including schematic and wiring drawings and setting records.
- Periodic testing and inspection of electromechanical, solid state and microprocessor based relay systems using a variety of complex test equipment.
- Completion of all maintenance related documentation including relay maintenance test reports and test cards in a timely manner.
- Periodic functional trip and breaker failure testing of relay systems
- Collect all available data from all sources, including other departments, transient fault and sequence of events recorders and relays equipped with oscillographs and event recording capability.
- Resolve operation investigations including the development and application of special tests and prepares operation investigation reports that are neat, orderly and issued in a timely fashion.
- Develop troubleshooting skills to logically analyze and resolve system problems.
- Informs the supervisor promptly of critical issues, including safety, system disturbances, customer reliability or economics that affect the department or company.

Knowledge & Experience Required:

- Associate's Degree in Electrical Engineering or Bachelor of Science in Electrical/Electronics.
- Possess effective verbal and written communication skills. Ability to work in a team environment. Must have demonstrated analytical skills and ingenuity.
- Knowledge of computer software including Windows and Microsoft Office.
- Must have a high degree of mechanical ability.
- Must have the ability to qualify for the National Grid Clearance and Control list.
- Will be required to work from ladders or bucket trucks.
- Ability and resourcefulness to work effectively under pressure to solve problems and complete all projects on time.
- Must be able to respond to system emergencies and be available for overtime as workload dictates.
- Overnight travel is required on occasion to meet department workloads and training requirements.
- Possess and maintain a valid driver's license.



Hand Tools

- Hand Tools
- Power Tools

Computer Systems

- Microprocessors
- Modems
- Operating Systems
- ↑ **Oracle**
- UNIX

Electrical Systems

- *Test Equipment*
- *Schematic Diagrams*
- Oscilloscopes
- Power Supplies
- ↑ **Cabling**
- Electrical Engineering
- Electrical Systems
- Wiring
- Wiring Diagrams

Machining & Manufacturing Technology

- *Soldering*
- Blueprints
- Calibration
- Machinery
- ↑ **Process Control**
- ↑ **Programmable Logic Controller (PLC) Programming**

Support & Training

- Technical Support
- Technical Training
- Technical Writing / Editing

General / Electrical Engineering Technician

❖ *Italicized skills* indicate those that are defining to the roles

↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

General / Electrical Engineering Technician: Helps engineers design and develop electrical and electronic equipment. Assists with diagrams and specifications for design, construction of product prototypes, testing and calibration, technical problem solving, equipment repair and maintenance.

Common job titles include:

Electronics Technician
Test Technician
Instrument Technician
Calibration Technician
Automation Technician

National Postings	% BA	% Entry Level
★★★ 30,579	🕒 20%	🕒 20%

Posting Counts

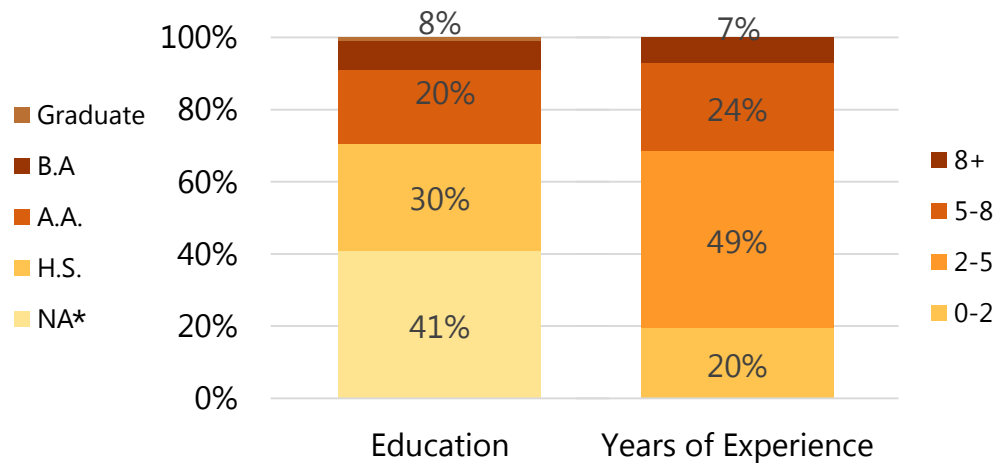
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

- Troubleshooting
- Communication Skills
- Writing
- Preventive Maintenance
- Organizational Skills
- Computer Skills
- Problem Solving
- Quality Assurance and Control
- Planning
- English



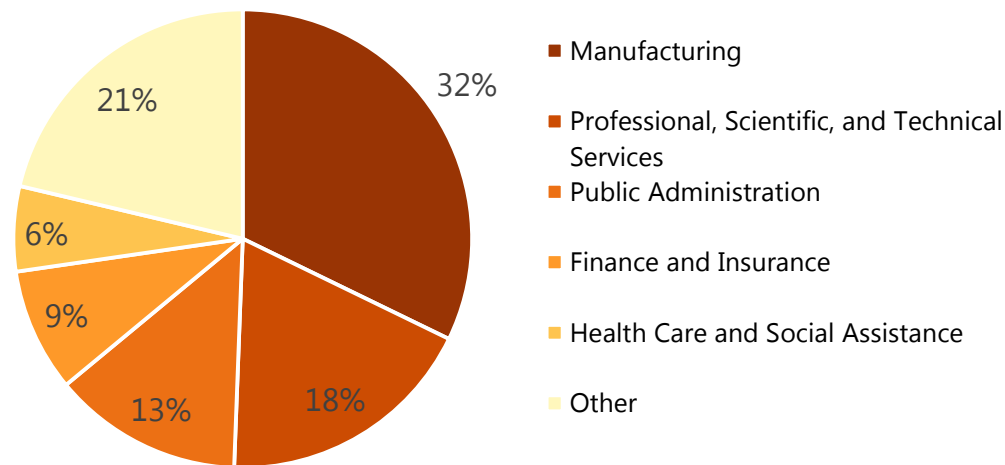
Distribution of Requirements



Note: 41% of job postings do not specify any education requirements.

Postings specifying education requirements take **4% longer to fill**.

Distribution of Industry Demand



General / Electrical Engineering Technician: Sample Posting

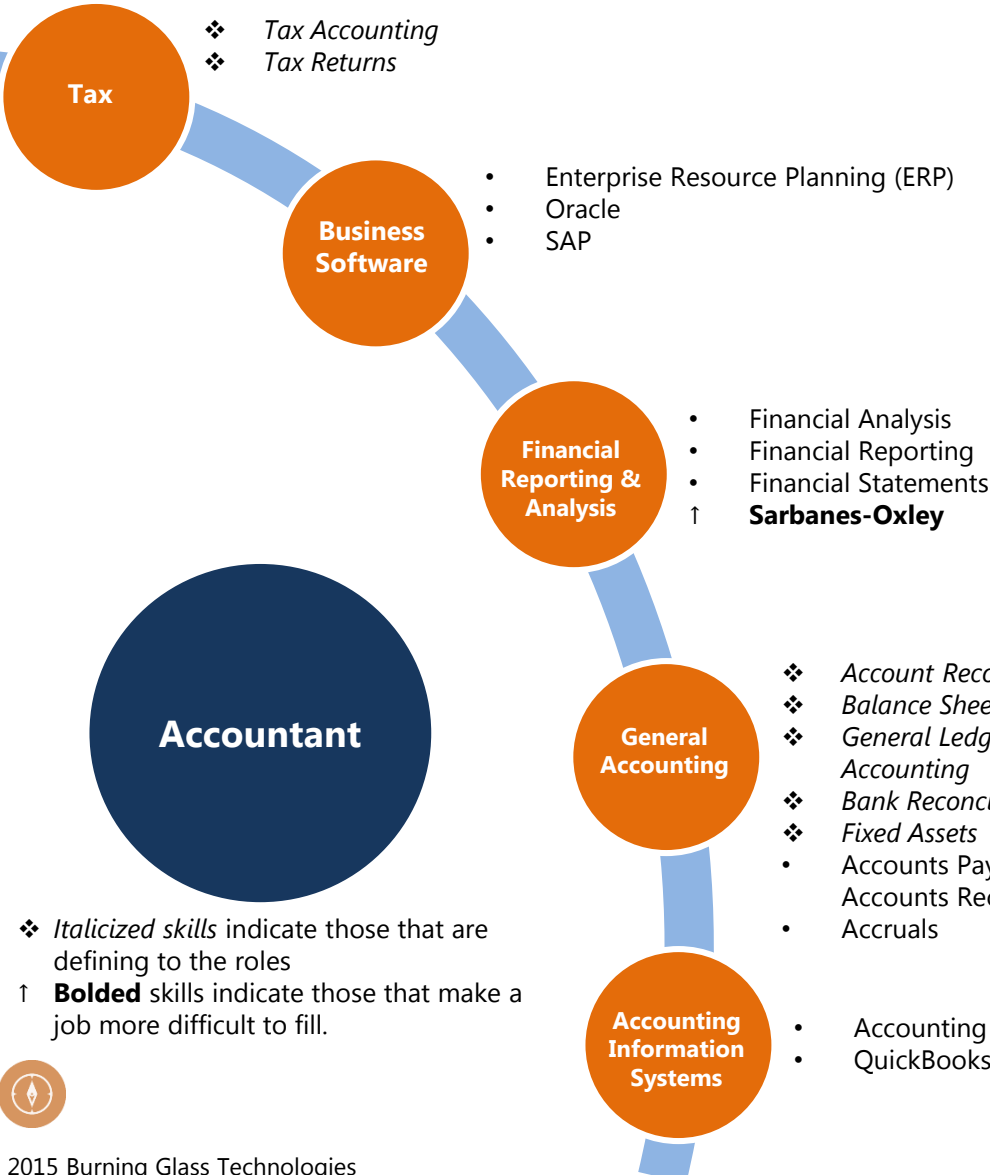
Job Description

- Perform a wide variety of non-standard complex duties in a multi-functional area
- Perform testing and failure analysis to identify failure modes and identify process variations/challenges. Recommend improvements in manufacturing processes.
- Assist with implantation of process changes to maintain lean production by evaluating value stream contribution and effect on final products.
- Possess strong problem solving skills and thorough understanding of a variety of manufacturing equipment and components. Provide sustaining production line process support.

Responsibilities:

- Partner with Manufacturing Engineering to determine a test plan for process characterization and/or qualification, get proper signoffs and perform processes evaluations or conduct tests from detailed instructions to identify process variation.
- Identify and understand process parameters in order to develop/design test procedures from concept or process description.
- Define and generate required documentation in support of manufacturing processes. Ensure compliance with GMPs and internal protocol.
- Assess device, process or material performance against standards or specifications such as impact to output and troubleshoot problems by identifying the sources of the problem and recommend steps to rectify it.
- Interpret results, evaluate for trends and write and/or present clear, accurate reports of findings.
- Continuous Improvement and Cost Analysis, and make specific recommendations for adoption.
- Lead troubleshooting activity on machines and equipment used for product manufacturing and maintain or improve FMEA Failure Mode amp; Effects Analysis rating for any process involved.





- ❖ *Tax Accounting*
- ❖ *Tax Returns*

- Enterprise Resource Planning (ERP)
- Oracle
- SAP

- Financial Analysis
- Financial Reporting
- Financial Statements
- ↑ **Sarbanes-Oxley**

- ❖ *Account Reconciliation*
- ❖ *Balance Sheet*
- ❖ *General Ledger Accounting*
- ❖ *Bank Reconciliation*
- ❖ *Fixed Assets*
- Accounts Payable / Accounts Receivable
- Accruals
- Cost Accounting
- General Ledger
- Generally accepted Accounting Principles (GAAP)
- Month-End Close Processes
- Public Accounting
- Variance Analysis

- Accounting Systems
- QuickBooks

❖ *Italicized skills* indicate those that are defining to the roles
 ↑ **Bolded** skills indicate those that make a job more difficult to fill.

Occupation Profile

Accountant: Organizes and maintains financial records and prepares financial statements for companies and organizations. Works as a public accountant (prepares financial documents where public disclosure is required by law), management accountant (prepares financial information for internal use by a company) or government accountant (maintains records for government agencies).

Common job titles include:

- Staff Accountant
- Senior Accountant
- Accountant
- Cost Accountant
- Tax Accountant

National Postings	% BA	% Entry Level
★★★★★ 211,686	🕒 96%	🕒 11%

Posting Counts

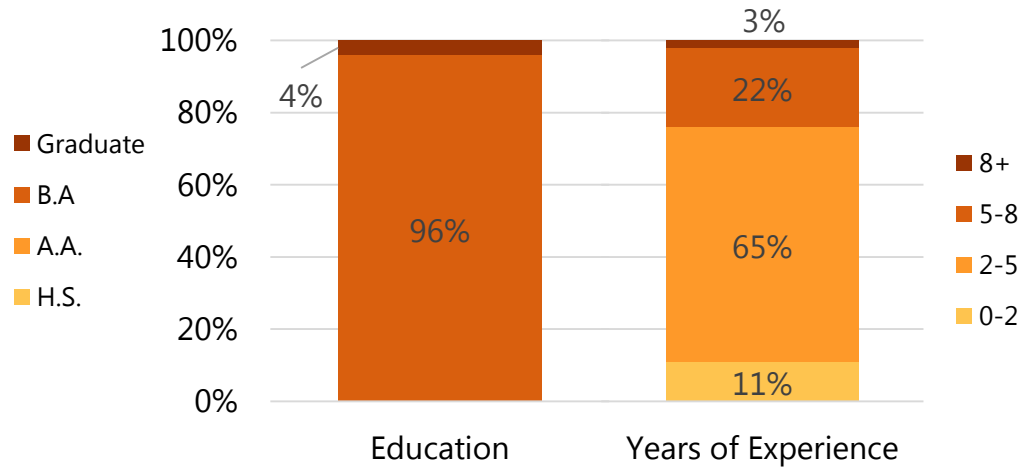
★	Below 10,000
★★	10,000-25,000
★★★	25,000-75,000
★★★★	75,000-150,000
★★★★★	Above 150,000

Employability Skills:

- Microsoft Excel
- Communication Skills
- Organizational Skills
- Detail-Oriented
- Writing
- Research
- Microsoft Office
- Budgeting
- Problem Solving
- Analytical Skills



Distribution of Requirements



Top Certificates

Certified Public Accountant (CPA)

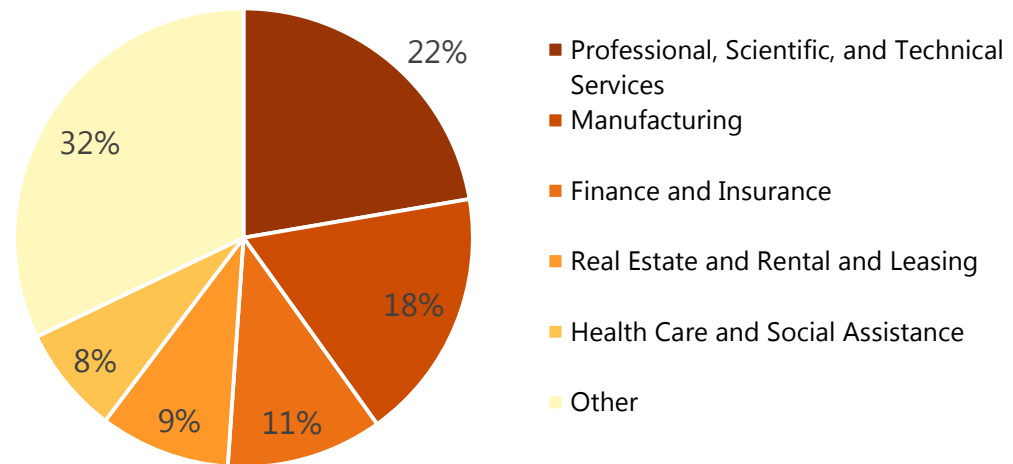
Certified Internal Auditor

Certified Management Accountant (CMA)

Certified Fraud Examiner

Certified Government Financial Manager

Distribution of Industry Demand



SUMMARY:

The Accountant II is responsible for applying accounting principles to analyze financial information, prepare financial reports by compiling information, preparing profit and loss statements, and utilizing appropriate accounting control procedures.

RESPONSIBILITIES:

- Responsible for the accuracy of facility financials monthly through dialogue with the facility and management companies personnel
- Accountable for the identification of problems within accounts and the investigation of such matters with the applicable parties
- Responsible for the preparation of journal entries to record transactions relating to accruals, prepaids and other adjustments
- Responsible for the preparation of all account analysis for the assigned facilities
- Responds to questions raised by the facilities and management companies
- Prepares month end preliminary and final financial statements as well as special analysis and reports, which identify variances and issues in the financial statements
- Responsible for the preparation of information and schedules for audits, tax returns and cost reports
- Prepares various schedules, reports and ad-hoc financial statements

REQUIREMENTS

- At least 3-5 years of experience in an Accountant role
- Bachelor's Degree in Accounting, Finance or equivalent
- Proficient in Microsoft Office, specifically Excel
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data
- Knowledge of principles and processes for providing customer service
- Effective verbal and written communication skills and strong analytical skills
- Ability to prioritize multiple tasks, work effectively under stress, meet short deadlines, take direction and perform assigned duties with minimum supervision

