

BUSINESS MANAGEMENT & ADMINISTRATION

| Occupation | Growth | Wages | Education | Job Description |
|--|--------|-------------|---|---|
| Statistician | 13.07% | \$72,600.00 | Master's degree | Engage in the development of mathematical theory or apply statistical theory and methods to collect, interpret and summarize numerical data to provide usable information. |
| Public Relations Manager | 12.93% | \$82,940.00 | Bachelor's degree plus experience | Plan and direct public relations programs designed to create and maintain a favorable public image for employer or client. |
| Budget Analyst | 15.09% | \$65,320.00 | Bachelor's Degree | Examine budgets estimates for completeness, accuracy, and conformance with procedures and regulations. |
| Medical Secretary | 26.64% | \$29,680.00 | Postsecondary award (certification) | Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or lab procedures |
| First-Line Supervisor of Office & Administrative Support Workers | 11%% | \$45,790.00 | Work experience in a related occupation | Supervise & coordinate the activities of clerical & administrative support services |
| Interpreter and Translator | 22% | \$38,850 | Long-term on-the-job training | Translate or interpret written, oral, or sign language communications into another language for others. |
| Executive Secretary and Administrative Assistant | 13% | \$40,030 | Moderate-term on-the-job training | Provide high-level administrative support by preparing reports, performing clerical functions, scheduling meetings. May also train and supervise lower-level clerical staff. |
| Receptionist | 15.18% | \$24,550.00 | Short-term on-the-job training | Answer inquiries and obtain information for general public, customers, visitors, and other interested parties. Provide information regarding activities conducted at establishment; location of departments, offices, and employees within organization |

