



TARGET INDUSTRY CAREER PATHWAYS

WHAT'S IN THIS GUIDE?

The information in these pathways shows you a high-level view of common jobs and potential career growth in each industry. These pathways won't give you a complete list of every job an employer might be hiring for, but you can use this as a starting point for further exploration into these industries and the jobs within them.

Occupations in the target industries in the Indianapolis area were grouped into three levels based on the education, training, and experience they required, and their potential pay:

1. **Entry Level:** These positions are the best entry points into an industry for an individual with little experience or education as they typically require only a HS diploma (occasionally a certification or minimal vocational training) and little to no prior related work experience.
2. **Mid-Level:** While these positions pay more than those at the entry level, they also involve more skilled work, requiring greater education—anywhere from vocational training (or certifications) to a 4-year bachelor's degree—and some level of related work experience.
3. **Senior Level:** These positions are typically high-level management positions and require significant education (typically a 4-year bachelor's or graduate degree) and extensive experience in the industry.

The information in this document was collected by the Council for Adult and Experiential Learning (CAEL) and paid for by funding from EmployIndy to support transitioning Manufacturing employees affected by the Carrier and Rexnord closures. In addition to quantitative research, CAEL conducted focus groups with Carrier employees and consulted with EmployIndy and WorkOne staff. Occupational overviews reflect average skills, education levels and competencies common among the dislocated positions at Carrier and Rexnord and are further supported by Indianapolis labor market intelligence about transferability into other regional employment opportunities. This guide is to help job seekers to understand how their skills, education and competencies align to other growth career opportunities in the Indianapolis economy. This guide is meant to support effective career advising and provide more specific guidance to direct job seeking efforts for the manufacturing workforce.

TARGET INDUSTRIES

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ENTRY-LEVEL

MANUFACTURING MACHINE OPERATOR

 Education: **HS**
  Work Experience: **0-2**
  Salary: **\$30k - \$50k**
 Manufacturing Operations certificate (pref.)

Description:

Manufacturing machine operators set-up, start, operate, and tend to more than one type of cutting or forming machine, tool, or robot. Machine operators work as part of the assembly line in a production facility.

Skills & Knowledge:

1. Manual dexterity
2. Problem solving
3. Operate & repair machinery
4. Blueprints & technical drawings
5. Communication

PRODUCTION WORKER (PRODUCTION TECHNICIANS AND ASSISTANTS)

 Education: **HS**
  Work Experience: **0-2**
  Salary: **\$30k - \$50k**

Description:

Production workers start, operate, tend, stop, and clean machines. They also assemble finished product and inspect that product to ensure high quality.

Skills & Knowledge:

1. Manual dexterity
2. Heavy lifting
3. Problem solving
4. Industry knowledge
5. Teamwork

MAINTENANCE TECHNICIAN

 Education: **HS**
  Work Experience: **0-2**
  Salary: **\$45k - 55k**

Description:

Maintenance technicians repair and install production/ manufacturing equipment. Inspects equipment for proper functioning and performs preventative maintenance duties per manufacturer's specifications. Diagnoses equipment malfunctions and makes repairs or adjustments as needed.

Skills & Knowledge:

1. Manual dexterity
2. Problem solving
3. Operate & repair machinery
4. Blueprints & technical drawings
5. Communication

FIELD SERVICE TECHNICIAN

 Education: **HS**
  Work Experience: **1-2**
  Salary: **\$45k - 55k**

Description:

Field service technicians will troubleshoot electro-mechanical problems, complete installations, and perform unscheduled repairs and scheduled maintenance on equipment, based upon customer demand and need.

Skills & Knowledge:

1. Manual Dexterity
2. Problem solving
3. Operate & repair machinery
4. Blueprints & technical drawings
5. Communication

MACHINIST

 Education: **HS-V**
  Work Experience: **1-3**
  Salary: **\$40k - \$45k**

Description:

Machinists set up and operate a variety of machine tools to produce precision parts and instruments. Includes precision instrument makers who fabricate, modify, or repair mechanical instruments.

Skills & Knowledge:

1. Machinery operation
2. Strong math knowledge
3. Blueprint reading
4. Precision measuring tools
5. Problem solving

MID-LEVEL

CNC MACHINE OPERATOR

 Education: **V** (Manufacturing Technology or CNC Machining)

 Work Experience: **3-5**  Salary: **\$50k - \$55k**

Description:

CNC machine operators (or CNC machinists) set-up, operate, and monitor computer-controlled machines or robots to work on metal or plastic work pieces. CNC machinists are responsible for the operation and maintenance of the machine, from starting it to unloading the finished product. CNC machinists are also responsible for troubleshooting and maintenance.

Skills & Knowledge:

1. Machinery operation
2. Strong math knowledge
3. Blueprint reading
4. Precision measuring tools
5. Problem solving

WELDER/SOLDERER

 Education: **V** (Welding or Construction Technology)  Welding certificate

 Work Experience: **3-5**  Salary: **\$40k - \$50k**

Description:

Welders/solderers weld or join metal parts. They also fill holes, indentions, or seams of metal products, using hand-held metal joining equipment.

Skills & Knowledge:

1. Welding in various positions
2. Hand-eye coordination
3. Physical dexterity
4. Blueprints & technical drawings
5. Troubleshooting

DRAFTER/CAD DESIGNER

 Education: **AS** (Architecture, Engineering Technology, or related field)

 Work Experience: **3**  Salary: **\$38k - \$50k**

Description:

Drafters (or CAD designers) use CAD equipment to provide support to engineers by preparing routine layouts, detail drawings, assembly drawings, sketches and diagrams that include dimensions necessary for manufacture.

Skills & Knowledge:

1. CAD equipment and software knowledge
2. Computer skills
3. Drawing
4. Strong Math
5. Decision Making

QUALITY INSPECTOR/TECHNICIAN

 Education: **AS - B**

 Work Experience: **0-5**  Salary: **\$35k - \$45k**

Description:

Quality technicians are responsible for conducting testing procedures during manufacturing processes to ensure that products comply with quality standards. Quality technicians are involved in the entire course of manufacturing and may inspect components before assembly, analyze trial products during development, or test finished goods.

Skills & Knowledge:

1. Attention to detail
2. Measurement systems
3. Verbal & written communication
4. Problem solving
5. Mathematics, statistics

ENGINEERING TECHNICIAN (CIVIL/MANUFACTURING/INDUSTRIAL/MECHANICAL)

 Education: **AS** (Engineering Technology)

 Work Experience: **0-5**  Salary: **\$50k - \$60k**

Description:

Engineering technicians use math and science skills to assist engineers with creating products, improving manufacturing methods and maintaining assembly systems. Responsible for developing and testing solutions to solve technical problems in research and development, manufacturing, sales, construction, inspection, and maintenance.

Skills & Knowledge:

1. Blueprint reading
2. Strong math knowledge
3. Computer aided design software
4. Communication skills
5. Attention to detail

CNC PROGRAMMER

 Education: **V - AS** (CNC Programming)

 Work Experience: **2+**  Salary: **\$55k - \$65k**

Description:

CNC machine programmers program the machines that cut, shape, and finish materials such as metals, plastics, or wood into usable components. The CNC programmer must study the drawings and blueprints of the components that need to be manufactured and determine which machines will be required, what they will need to do, and the order in which they work needs to be done.

Skills & Knowledge:

1. Machining software (solid Modeling, CAM)
2. Machinery operation
3. Blueprints & technical drawings
4. Problem solving
5. Mathematics knowledge

SENIOR-LEVEL

MECHANICAL ENGINEER

 Education: **B** (Mechanical Engineering or related field)
 Work Experience: **0-9**
  Salary: **\$70k - \$80k**

Description:

Mechanical engineers manage the design, construction and testing of any manufacturing product or machine that has moving parts. They are experts on the manufacturing process and the individual machines that make it up. Mechanical engineers decide which machines are the most efficient for a specific production system, and determine the sequence of the machines.

Skills & Knowledge:

1. Mechanical systems & processes
2. Production & processing
3. Computer aided design software
4. Blueprint & technical drawings
5. Attention to detail

CIVIL ENGINEER

 Education: **B** (Civil Engineering or related field)
 Work Experience: **0-9**
  Salary: **\$70k - \$80k**

Description:

Civil engineers create, improve and protect the environment in which we live. They plan, design and oversee construction and maintenance of building structures and infrastructure, such as roads, railways, airports, bridges, harbors, dams, irrigation projects, power plants, and water and sewerage systems.

Skills & Knowledge:

1. Computer aided design software
2. Blueprint & technical drawings
3. Attention to detail
4. Strong organizational skills
5. Knowledge of state design standards

PRODUCTION PLANT MANAGER

 Education: **B** (Business Administration, Engineering, or related field)
 Work Experience: **9+**
  Salary: **\$80k - \$90k**

Description:

Production managers are responsible for managing and directing production activities within an industrial facility or organization. They coordinate the production of goods, ensure all machines are repaired and running smoothly, and manage workers on the production line.

Skills & Knowledge:

1. Lean manufacturing
2. Problem solving
3. Verbal & written communication
4. Supervision & leadership
5. Project & financial management

ENGINEERING MANAGER

 Education: **B** (Engineering or related field)
 Work Experience: **7+**
  Salary: **\$85k - \$95k**

Description:

Engineering managers are responsible for leading and supervising a team of engineers as they develop, test, modify, and create solutions to technical problems.

Skills & Knowledge:

1. Analytical problem solving
2. Verbal & written communication
3. Supervision & leadership
4. Technical/engineering capacity
5. Strong organizational skills

GENERAL MANAGER

 Education: **B** (Business Administration or related field)
 Work Experience: **10+**
  Salary: **\$90k - \$100k**

Description:

General managers are responsible for managing a single unit, different sectors, a manufacturing plant, or multiple units of a manufacturing company or organization. They hire employees, prepare reports, set budgets, and ensure the overall effective and efficient running of their plant/units.

Skills & Knowledge:

1. Strategic thinking & planning
2. Analytical problem solving
3. Verbal & written communication
4. Supervision & leadership
5. Financial and personnel management

ENTRY-LEVEL
CONSTRUCTION HELPER/WORKER
 Education: **HS**
  Work Experience: **0JT**
  Salary: **\$30k - \$35k**
Description:

These workers help journeyman and skilled construction workers by performing duties that require less skill. These can include using, supplying or holding materials or tools, and cleaning work areas and equipment.

Skills & Knowledge:

1. Basic Construction Knowledge
2. Manual Dexterity
3. Heavy lifting
4. Attention to detail
5. Verbal communication skills

ELECTRICIAN ASSISTANT
 Education: **HS**
  Work Experience: **0-2**
  Salary: **\$28k - \$35k**
Description:

Electrician assistants help electricians by performing duties requiring less skill including using, supplying or holding materials or tools, and cleaning work areas and equipment. They also measure, cut, and bend wire and conduit, using measuring instruments and hand tools.

Skills & Knowledge:

1. Hand-eye coordination
2. Manual dexterity
3. Blueprints & technical drawings
4. Use of tools such as screwdriver, pliers, knives, etc.
5. Knowledge of electrical systems

APPRENTICE TILE AND MARBLE SETTER/BRICK LAYER/STONEMASON
 Education: **HS**
  Work Experience: **0JT**
  Salary: **\$35k - \$40k**
Description:

These skilled workers help tile and marble setters by performing duties requiring less skill. These duties include using, supplying or holding materials or tools, and cleaning work areas and equipment.

Skills & Knowledge:

1. Specialized construction knowledge
2. Manual dexterity
3. Heavy lifting
4. Machinery operation
5. Attention to detail

SHEET METAL FABRICATOR/MECHANIC
 Education: **HS**
  Work Experience: **0-2**
  Salary: **\$40k - \$50k**
Description:

Sheet metal workers fabricate, assemble, install, and repair sheet metal products and equipment, such as ducts, control boxes, drainpipes, and furnace casings. This includes sheet metal duct installers who install prefabricated sheet metal ducts used for heating, air conditioning, or other purposes.

Skills & Knowledge:

1. Repair
2. Knowledge of welding
3. Experience with power tools
4. Sheet metal installation
5. System operation

WELDER/SOLDERER
 Education: **V – AS** (Welding or related field)
 Work Experience: **0-2**
  Salary: **\$40k - \$50k**
Description:

Welders/solderers weld or join metal parts. They also fill holes, indentions, or seams of metal products using hand-held metal joining equipment.

Skills & Knowledge:

1. Welding in various positions
2. Hand-eye coordination
3. Physical dexterity
4. Blueprints & technical drawings
5. Troubleshooting

OPERATOR ENGINEER/HEAVY EQUIPMENT OPERATOR
 Education: **HS**
  Work Experience: **0-2**
  Salary: **\$50k - \$60k**
Description:

Heavy equipment operators safely operate heavy construction equipment such as bulldozers and backhoes under the supervision and instructions of a construction foreman.

Skills & Knowledge:

1. Heavy equipment operation
2. Safety procedures
3. Repair knowledge
4. Physical dexterity
5. Verbal communication skills

MID-LEVEL
CONCRETE FINISHER

Education: **V/AP** Work Experience: **0-2** Salary: **\$40k - \$50k**

Description:

Concrete finishers smooth and finish surfaces of poured concrete, such as floors, walks, sidewalks, roads, or curbs using a variety of hand and power tools. Align forms for sidewalks, curbs, or gutters; patch voids; and use saws to cut expansion joints.

Skills & Knowledge:

1. Specialized construction knowledge
2. Blueprint/technical drawings
3. Manual dexterity
4. Machinery operation
5. Problem solving

TILE AND MARBLE SETTER/BRICK LAYER/STONEMASON

Education: **AP** Work Experience: **3-5** Salary: **\$40k - \$50k**

Description:

Tile and marble setters apply hard tile, marble, and wood tile to walls, floors, ceilings, and roof decks; Brick layers lay and bind building materials, such as brick, structural tile, concrete block, cinder block, glass block, and terra-cotta block, with mortar and other substances to construct or repair walls, partitions, arches, sewers, and other structures; Stonemasons build stone structures, such as piers, walls, and abutments. They may also lay sidewalks, curbstones, or special types of masonry for vats, tanks, and floors.

Skills & Knowledge:

1. Specialized construction knowledge
2. Blueprint/technical drawings
3. Manual dexterity
4. Machinery operation
5. Problem solving

PIPELINE WORKER/OPERATOR

Education: **AS** (Mechanical Systems, Engineering Technology, or related field)
 Work Experience: **0-5** Salary: **\$30k - \$40k**

Description:

Pipeline operators control the flow of oil, gas and other industrial materials within a power plant or refinery. Responsibilities include monitoring instruments and regulating pumps and other operational systems.

Skills & Knowledge:

1. Electrical systems control
2. Repair
3. Scheduling
4. Forklift Operation
5. Writing

CONSTRUCTION/BUILDING INSPECTOR

Education: **AS** (Construction Management)
 Work Experience: **0-7** Salary: **\$45k - \$55k**

Description:

Construction and building inspectors typically review plans to ensure they meet building codes, local ordinances, and zoning regulations, as well as monitor construction sites periodically to ensure overall compliance.

Skills & Knowledge:

1. Blueprint/technical drawings
2. Verbal & written communication
3. Record keeping
4. Knowledge of construction practices
5. Knowledge of building materials

SENIOR-LEVEL
ELECTRICIAN (MASTER ELECTRICIAN)

 Education: **AP**
  Work Experience: **5+**
  Salary: **\$48k - \$65k**
 Licensed Electrician

Description:

Electricians typically read blueprints or technical diagrams. Install and maintain wiring, control, and lighting systems. Inspect electrical components, such as transformers and circuit breakers. Identify electrical problems with a variety of testing devices.

Skills & Knowledge:

1. Blueprint/technical drawings
2. Knowledge of electrical components
3. Problem solving/troubleshooting
4. Direct and train workers
5. Power tools

CONSTRUCTION FOREMAN

 Education: **AS** (Construction Management)
 Work Experience: **5-10**
  Salary: **\$50k - \$60k**

Description:

Construction foremen plan, direct, or coordinate activities concerned with the construction and maintenance of structures, facilities, and systems. They participate in the conceptual development of a construction project and oversee its organization, scheduling, budgeting, and implementation. This occupation includes managers in specialized construction fields, such as carpentry or plumbing.

Skills & Knowledge:

1. Advanced constructions knowledge
2. Management/leadership
3. Blueprint/technical drawing
4. Problem solving/critical thinking
5. Verbal & written communications

ESTIMATOR

 Education: **B** (Construction Management, Architecture, ore related field)
 Work Experience: **5+**
  Salary: **\$70k - \$80k**

Description:

Construction estimators will estimate necessary expenditures to evaluate bid specifications, plans, and/or proposals, and project schedules to successfully devise a budget for bids to secure the project. They also build, maintain, and pursue respectable relationships with subcontractors and vendors to ensure that bids are received in a timely manner.

Skills & Knowledge:

1. Analytical/math skills
2. Interpreting plans, specifications, and proposals
3. Budgeting
4. Strong written & verbal communication
5. Advanced construction knowledge

CONSTRUCTION MANAGER

 Education: **B** (Construction Management, Architecture, Engineering, or related field)
 Work Experience: **10+**
  Salary: **\$65k - \$90k**

Description:

Construction managers plan, coordinate, budget, and supervise construction projects from start to finish.

Skills & Knowledge:

1. Management/leadership
2. Financial/budgeting
3. Problem solving/critical thinking
4. Blueprint/technical drawing
5. Advanced construction knowledge

SENIOR PROJECT MANAGER

 Education: **B** (Construction Management, Business Administration, or related field)
 Work Experience: **12+**
  Salary: **\$76k - \$148k**
  Project Management Professional (PMP)

Description:

Senior project managers provide management oversight for all phases of the construction project, including coordinating workers, material, and equipment, ensuring that specifications are being followed, and work is proceeding on schedule and within budget.

Skills & Knowledge:

1. Working knowledge of CAD/CAFM system
2. Excellent written & verbal communication
3. Analytical/math skills, real estate finance
4. Management/leadership skills
5. Computer skills

ENTRY-LEVEL

AUTOMOTIVE SERVICE TECHNICIAN/MECHANIC

Education: **HS**
 Work Experience: **3+**
 Salary: **\$30k - \$40k**
 Automotive Service Excellence (ASE) certification

Description:

Automotive service technicians/mechanics maintain service operations by inspecting and maintaining vehicles.

Skills & Knowledge:

1. Knowledge of auto repair tools
2. Knowledge of diagnostic tools and equipment
3. Problem solving skills
4. Ability to deal with complexity/analyzing information
5. Ability to work independently

DIESEL MECHANIC

Education: **HS**
 Work Experience: **5+**
 Salary: **\$40k - \$50k**
 Automotive Service Excellence (ASE) certification

Description:

Diesel mechanics repair and maintain diesel engines used to power machines, using hand tools, precision measuring instruments, and machine tools. They diagnose trouble, disassemble engines, and examine parts for defects and excessive wear.

Skills & Knowledge:

1. Knowledge of all auto repair tools
2. Knowledge of diagnostic tools and equipment
3. Welding
4. Problem solving skills
5. Ability to work independently

REPAIR/FIELD SERVICE TECHNICIAN

Education: **HS - V**
 Work Experience: **0-5**
 Salary: **\$30k - \$40k**
 Appropriate technical certifications

Description:

Repair/field service technicians perform routine maintenance, install products, and perform repairs, often off-site. A technician is mechanically-inclined and can work independently.

Skills & Knowledge:

1. Customer Service
2. Ability to read blueprints/technical diagrams
3. Strong verbal & writing skills
4. Experience with diagnostic tools and basic and power tools
5. Lifting heavy equipment and working in confined spaces

WELDER/CUTTER/BRAZER/SOLDERER

Education: **V**
 Work Experience: **0-2**
 Salary: **\$30k - \$35k**
 Welding certificate

Description:

Welders, cutters, brazers, and solderers use hand-held or remotely controlled equipment to join or cut metal parts. They also fill holes, indentations, or seams of metal products.

Skills & Knowledge:

1. Welding ability
2. Precise hand-eye coordination
3. Physical dexterity
4. Process & diagnostic skills
5. Troubleshooting

ENTRY-LEVEL

MAINTENANCE TECHNICIAN

Education: **HS – AS** (Mechanical/Electrical/Industrial Maintenance or related field)
 Work Experience: **5+**
 Salary: **\$30k - \$40k**

Description:
 Maintenance technicians are responsible for performing highly diversified duties to install, troubleshoot, repair and maintain production and facility equipment according to safety, predictive and productive maintenance systems and processes to support the achievement of the site's business goals and objectives.

Skills & Knowledge:
 1. Verbal & written communication
 2. Experience with power tools
 3. Ability to read blueprints/technical diagrams
 4. Problem solving skills
 5. Troubleshoot

CIVIL/ARCHITECTURAL DRAFTER/DESIGNER

Education: **AS** (Architecture, Engineering Technology, or related field)
 Work Experience: **3+**
 Salary: **\$38k - \$50k**

Description:
 CAD designers use CAD equipment to provide support to engineers by preparing routine layouts, detail drawings, assembly drawings, sketches and diagrams that include all dimensions necessary for manufacture.

Skills & Knowledge:
 1. CAD equipment and software knowledge
 2. Computer skills
 3. Drawing
 4. Strong math
 5. Decision making

INDUSTRIAL MECHANIC

Education: **HS – V/AP**
 Work Experience: **0-5**
 Salary: **\$50k - \$60k**

Description:
 Industrial mechanics maintain and repair factory equipment and other industrial machinery, such as conveying systems, production machinery, and packaging equipment.

Skills & Knowledge:
 1. Knowledge of technical manuals, equipment and controls
 2. Troubleshooting
 3. Problem solving skills/analyzing information
 4. Ability to use power tools and hand tools
 5. Ability to work independently

MID-LEVEL

MAINTENANCE SERVICE SUPERVISOR

Education: **HS - V**
 Work Experience: **2-5**
 Salary: **\$50k - \$60k**

Description:

Maintenance supervisors oversee and coordinate the workers who maintain and repair electrical, plumbing, ventilation and other building systems. They may be responsible for evaluating problematic systems or facilities and determining what installation or repair services need to be performed.

Skills & Knowledge:

1. Management/leadership
2. Verbal & written communication
3. Complex problem-solving skills
4. Troubleshooting
5. Knowledge of maintenance procedures

FRONTLINE SUPERVISOR

Education: **HS - V**
 Work Experience: **2-5**
 Salary: **\$50k - \$60k**

Description:

Frontline supervisors provide technical direction in a particular department according to company policies. They are responsible for utilizing their technical competence to select and train staff, ensure a safe work place, and implement and maintain compliance status within their department. They also improve processes and operations by tracking business metrics and interfacing with support positions.

Skills & Knowledge:

1. Management/leadership
2. Interpersonal skills
3. Computer skills
4. Analytical problem solving
5. Verbal & written communication

CIVIL ENGINEERING TECHNICIAN

Education: **V - AS** (Engineering Technology or related field)
 Work Experience: **0-5**
 Salary: **\$50k - \$60k**

Description:

Civil Engineering Technicians help civil engineers to plan, design, and build highways, bridges, utilities, and other infrastructure projects. They also help to plan, design, and build commercial, industrial, residential, and land development projects.

Skills & Knowledge:

1. Written & verbal communication
2. Fork lift driving
3. Blueprint and technical drawings
4. Computer skills
5. Knowledge of electrical systems

MANUFACTURING ENGINEERING TECHNICIAN

Education: **V - AS** (Engineering Technology or related field)
 Work Experience: **0-5**
 Salary: **\$50k - \$60k**

Description:

Provides technical support to engineers during the design of manufacturing processes for a production facility. Assists in the development of layouts or floor plans, conducts tests and troubleshoots equipment. Documents test procedures and results. Solves routine technical problems.

Skills & Knowledge:

1. Written & verbal communication
2. Blueprint and technical drawings
3. Computer skills
4. Troubleshooting
5. Problem solving skills

MECHANICAL ENGINEER

Education: **B** (Aerospace or Mechanical Engineering, or related field)
 Work Experience: **0-9**
 Salary: **\$70k - \$80k**

Description:

Mechanical engineers manage the design, construction and testing of any manufacturing product or machines used in the production and assembly of aircraft and other aerostructures. Mechanical engineers decide which machines are the most efficient for a specific production system, and determine the sequence of the machines based on factors like budget, efficiency, energy, time, and quality.

Skills & Knowledge:

1. Mechanical systems/processes
2. Production & processing
3. Computer aided design software
4. Blueprints/technical drawings
5. Attention to detail

INDUSTRIAL ENGINEER

Education: **B** (Industrial Engineering or related field)
 Work Experience: **2+**
 Salary: **\$85k - \$95k**

Description:

Industrial engineers find ways to eliminate wastefulness in production processes. They devise efficient systems that integrate workers, machines, materials, information, and energy to make a product or provide a service.

Skills & Knowledge:

1. Strong mathematical skills/analytical thinking
2. Organization/prioritization
3. Complex problem-solving skills
4. Strategic thinking/planning
5. Written & verbal communication

DEFENSE AND AEROSPACE

HS High School Diploma/GED
 AP Apprenticeship
 B Bachelor's Degree
 Years of Experience
V Vocational Training
 AS Associate Degree
 M Master's Degree
 Licensure or Certification

SENIOR-LEVEL

PILOT

Education: **AS – B**
 Work Experience: **2+**
 Salary: **\$80k - \$100k+**
 Appropriate Pilot's license; Airline Transport Pilot (ATP) certificate

Description:

Pilots are responsible for the safe and economic operation and management of aircraft carrying passengers and/or freight. They make sure that the controls of the aircraft are working properly, check weather conditions and liaise with air traffic control. Their job is in no way routine and demands unconventional hours in a very complex workplace.

Skills & Knowledge:

1. Knowledge of aeronautics and flight physics
2. Computer skills
3. Rapid decision-making
4. Strategic thinking
5. Ability to closely follow checklists, monitor equipment and accurately record flight data

QUALITY ENGINEERING SPECIALIST

Education: **B (Engineering or related field)**
 Work Experience: **2-5**
 Salary: **\$65k - \$75k**

Description:

Quality engineering specialists apply expert and specialized knowledge in planning and directing activities concerned with development, application, and maintenance of quality standards for industrial processes, materials, and products.

Skills & Knowledge:

1. Quality assurance
2. Testing & troubleshooting
3. Blueprint/technical drawings
4. Computer aided design software
5. Complex problem-solving skills

ENGINEERING SUPERVISOR

Education: **B – M** (Aerospace Engineering or related field)
 Work Experience: **7+**
 Salary: **\$80k - \$90k**

Description:

Engineering supervisors are responsible for leading and supervising teams of engineers as they develop, test, modify, and create products, parts, and other technical solutions for the manufacture and repair of aircraft and aerostructures.

Skills & Knowledge:

1. Supervision/leadership
2. Financial/personnel management
3. Technical knowledge/capacity
4. Analytical problem solving
5. Verbal & written communication

GENERAL MANAGER/OPERATIONS MANAGER

Education: **B – M** (Business Administration, Engineering, or related field)
 Work Experience: **10+**
 Salary: **\$90k - \$100k**

Description:

General Managers are responsible for managing multiple units of the company or organization, including hiring and training employees, preparing budget and production reports, and setting/maintaining quarterly and yearly budgets.

Skills & Knowledge:

1. Supervision/leadership
2. Financial and personnel management
3. Lean manufacturing
4. Problem solving skills
5. Verbal & written communication

ENTRY-LEVEL

FOOD SERVICE WORKER/FOOD PRODUCTION WORKER

 Education: **HS**
  Work Experience: **0-2**
  Salary: **\$17k - \$25k**

Description:

Food production workers work in many settings such as restaurants, hotels, coffee shops, healthcare resident facilities and hospitals. They report to a head cook and are expected to carry out many duties associated with preparing meals. Once a food production worker ensures that all food processing supplies are available, s/he is expected to prepare food in accordance to the organization's protocols.

Skills & Knowledge:

1. Written & verbal communication
2. Stamina
3. Hand-eye coordination
4. Knowledge of kitchen equipment
5. Teamwork

FARM/NURSERY/GREENHOUSE WORKER

 Education: **HS**
  Work Experience: **OJT**
  Salary: **\$19k - \$30k**

Description:

Farm, nursery and greenhouse workers plant, cultivate and harvest fruits and vegetables for food. They can be employed either indoors (in nurseries or greenhouses) or outdoors.

Skills & Knowledge:

1. Physical dexterity and endurance
2. Interest in natural resources
3. Customer service
4. Working with hands
5. Attention to detail

FOOD BATCH MAKER

 Education: **HS**
  Work Experience: **OJT**
  Salary: **\$20k - \$30k**

Description:

Food batch makers set up and operate equipment that mixes or blends ingredients used in the manufacturing of food products. Includes candy makers and cheese makers. Record production and test data for each food product batch, such as the ingredients used, temperature, test results, and time cycle.

Skills & Knowledge:

1. Ability to use wide range of kitchen equipment
2. Raw food handling and safety practices
3. Mathematics
4. Reading comprehension
5. Time management

BAKER

 Education: **HS - AP**
  Work Experience: **2-5**
  Salary: **\$18k - \$30k+**
 Retail Bakers of America certification (optional)

Description:

Bakers mix and bake ingredients to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods. Check products for quality and identify damaged or expired goods. Evaluate quality of food ingredients or prepared foods.

Skills & Knowledge:

1. Monitor processes, materials or surroundings
2. Organize, planning, prioritizing work
3. Communication
4. Training and teaching others
5. Creativity

MID-LEVEL

FOOD AND AGRICULTURAL TECHNICIAN

Education: **HS - AS**
 Work Experience: **OJT**
 Salary: **\$30k - \$40k**

Description:

Agricultural technicians set up experiments and coordinate the operation of farming fields with the goal of determining the effects the environment has on crop yield, disease and growth patterns. Often, the data from these experiments must then be organized, analyzed and prepared for reporting.

Skills & Knowledge:

1. Farm/greenhouse operation
2. Knowledge of plants
3. Physical dexterity
4. Written communication
5. Machinery operation

QUALITY CONTROL ANALYST

Education: **AS** (Quality Assurance, Biology, or related field)

Work Experience: **0-2**
 Salary: **\$30k - \$40k**

Description:

Quality control analysts perform various scientific analyses to evaluate the quality of raw materials, in-process materials, and finished food products and ensure compliance with established standards. Conducts and validates various biological and chemical quality control (QC) tests. Compiles, interprets, and documents statistical data from testing processes to either confirm compliance with established quality standards or identify deviations

Skills & Knowledge:

1. Math and mechanical skills
2. Computer and processing skills
3. Problem solving
4. Writing and critical thinking skills
5. Data collection and entry

NURSERY/GREENHOUSE MANAGER

Education: **HS/GED - AS** (Biology or related field)

Work Experience: **5+**
 Salary: **\$30k - \$50k**
 Greenhouse Management certificate

Description:

Nursery/greenhouse managers plan, organize, direct, control, and coordinate activities of workers engaged in propagating, cultivating, and harvesting horticultural specialties, such as trees, shrubs, flowers, mushrooms, and other plants.

Skills & Knowledge:

1. Physical dexterity
2. Budgeting and planning
3. Customer service
4. Horticultural knowledge
5. Knowledge of greenhouse construction

FOOD PRODUCTION AND FOOD SERVICE MANAGER

Education: **HS - V**
 Work Experience: **0-5**
 Salary: **\$40k - \$80k**

Description:

Food production and food service managers are responsible for managing food service operations within an organization, restaurant, or institution and ensuring that policies and procedures meet federal and state requirements.

Skills & Knowledge:

1. Customer service
2. Employee management
3. High level organizational skills
4. Knowledge of food and safety standards
5. Administrative duties

DIETETIC TECHNICIAN/FOOD SCIENTIST TECHNICIAN

Education: **AS - B (Nutrition Science, Wellness and Health, or related field)**

Work Experience: **0-5**
 Salary: **\$31k - \$42k**
 Commission on Accreditation for Dietetics Education (CADE) approved program; state license

Description:

Dietetic technicians and other nutrition specialists may plan and prepare patient meals, order food and supplies, provide direction nutritional therapy and document patient intake.

Skills & Knowledge:

1. Strong knowledge of food and nutrition
2. Written & verbal communication
3. Interpersonal communication
4. Planning skills
5. Client management

QUALITY INSPECTOR/TECHNICIAN

Education: **B** (Engineering Technology)

Work Experience: **2-5**
 Salary: **\$30k - \$55k**
 Quality Technician Certification

Description:

Quality inspectors/technicians are responsible for conducting testing procedures during manufacturing processes to ensure that products comply with quality standards.

Skills & Knowledge:

1. Verbal & written communication
2. Strong analytical skills
3. Attention to detail
4. Strong math
5. Strategic planning

MID-LEVEL

QUALITY, FOOD, AGRICULTURAL AND USDA INSPECTOR

 Education: **B** (Agricultural Sciences, Biology, or related field)
  USDA Inspection License; National Environmental Health Association (NEHA) certification (optional)
 Work Experience: **1+**
  Salary: **\$38k - \$60k**

Description:

Food inspectors monitor food manufacturers, distributors, and processors for safety and sanitation regulation compliance and report violations to the appropriate authorities. Some states offer inspector trainee programs for candidates with a combination of education and work experience.

Skills & Knowledge:

1. Detail oriented
2. Physical dexterity
3. Technical aptitude
4. Raw food handling and safety processes
5. Analytical thinking

PRODUCT BUYERS, MATERIALS MANAGER

 Education: **B** (Business Administration or Finance)
 Work Experience: **0-5**
  Salary: **\$39k - \$74k**

Description:

Product buyers and materials managers are responsible for buying products and services for a company. Their duties include ensuring material flow in a manufacturing unit, developing requests for proposals, acquiring supplies, implementing purchasing policies, and training staff.

Skills & Knowledge:

1. Procurement expertise
2. Excellent communication skills
3. Negotiation abilities
4. Analytical thinking
5. Computer competencies

SENIOR-LEVEL

FARM/RANCH MANAGER

 Education: **AP – B** (Agricultural Science, Farm Management or related field)
 Work Experience: **OJT**
  Salary: **\$50k - \$80k**

Description:

Farm and ranch managers plan, direct, or coordinate the management or operation of farms, ranches, greenhouses, aquacultural operations, nurseries, timber tracts, or other agricultural establishments. They may hire, train, or supervise farm workers or contract for services to carry out the day-to-day activities of the managed operation.

Skills & Knowledge:

1. Background in animal health or horticulture
2. Supervisory and management skills
3. Pasture experience
4. Equipment and maintenance knowledge
5. Communication skills

FOOD PRODUCTION MANAGER/CHEF

 Education: **AS – B** (Business, Food Science/Technology, or related field)
 Work Experience: **5+**
  Salary: **\$70k - \$90k**

Description:

Food production managers are responsible for overseeing the day-to-day production and operations of a food production plant. They must ensure the product provides superior customer satisfaction, while keeping production costs low. They must also ensure that they are providing a safe and healthy work environment for all employees. Food production managers are accountable for adhering to customer quality and quantity requirements; they must ensure that the proper amount of product is being produced for the customer, and within quality standards.

Skills & Knowledge:

1. Ability to motivate and lead employees
2. Complex problem solving
3. Time management
4. Budget development
5. Production efficiency

SCIENTISTS (MEAT, ANIMAL, FOOD, PLANT) – PRODUCT INNOVATION MANAGER

 Education: **B** (Food Science, Chemistry, or related field)
 Work Experience: **10+**
  Salary: **\$70k - \$90k**

Description:

Product innovation managers are hands-on technical and creative leaders in the laboratory and manufacturing facility. In addition, the product innovation managers ensure that there is a safe working environment in the laboratory for associates and visitors.

Skills & Knowledge:

1. Project management skills
2. Teamwork
3. Food science and technology
4. Creativity
5. Technology

QUALITY CONTROL MANAGER

 Education: **B** (Manufacturing Engineering, or related field)
 Work Experience: **7+**
  Salary: **\$80k - \$116k**

Description:

Quality control managers ensure products meet quality and efficiency standards set by the company and manage other quality control and inspection staff.

Skills & Knowledge:

1. Math and mechanical skills
2. Computer and processing skills
3. Problem solving
4. Writing and critical thinking skills
5. Dexterity

ENTRY-LEVEL

PATIENT REPRESENTATIVE/CLERK/RECEPTIONIST

Education: **HS**
 Work Experience: **0-2**
 Salary: **\$25k - \$30k**

Description:

Patient representatives, clerks, and receptionists are responsible for a variety of activities related to patient intake and care. They work in medical offices and serve as the first point of contact for patients entering the facility. They greet and check-in patients, verify information and enter it into the system, collect payments for services, answer the phone, schedule appointments, and file paperwork.

Skills & Knowledge:

1. Customer service
2. Clerical skills
3. Verbal & written communication
4. Organization & prioritization
5. Interpersonal skills

HOME HEALTH AIDE

Education: **V**
 Work Experience: **0-2**
 Salary: **\$21k - \$30k**
 OJT (75 hours); National Association for Home Care and Hospice (NAHC) certification

Description:

Home health aides support patients in their own homes by providing housekeeping and laundry services; shopping for food and other household requirements; preparing and serving meals and snacks; running errands; and bathing, dressing, and grooming patients.

Skills & Knowledge:

1. Nursing skills
2. Administrative capabilities
3. Verbal communication
4. Active listening
5. Attention to detail

CERTIFIED NURSING ASSISTANT

Education: **V**
 Work Experience: **0-2**
 Salary: **\$25k - \$30k**
 CNA credential

Description:

Certified nursing assistants help patients or clients with healthcare needs under the supervision of a Registered Nurse (RN) or a Licensed Practical Nurse (LPN). CNAs take vital signs and gather other patient data as well as administering basic care and tending to the hygiene needs of patients. They typically have more authority in patient treatment than Medical Assistant.

Skills & Knowledge:

1. Diagnostic skills
2. Customer service
3. Verbal & written communication
4. Computer skills
5. Manual dexterity/physical endurance

MEDICAL ASSISTANT

Education: **V - AS**
 Work Experience: **0-2**
 Salary: **\$30k - \$35k**

Description:

Medical Assistant Job Duties: Verifies patient information by interviewing patient; recording medical history; confirming purpose of visit. Prepares patients for examination by performing preliminary physical tests; taking blood pressure, weight, and temperature; reporting patient history summary.

Skills & Knowledge:

1. Diagnostic skills
2. Customer Service
3. Verbal & written communication
4. Computer skills
5. Manual dexterity/physical endurance

LAB TECHNICIAN

Education: **V - AS** (Laboratory Technology or related field)
 Work Experience: **0-5**
 Salary: **\$30k - \$40k**

Description:

Lab technicians collect samples, study and perform tests on body fluids, teeth, chemical compounds, biological specimens, or other fields of science. Lab techs use various types of machinery, lab equipment and complex computer programs to perform their tests.

Skills & Knowledge:

1. Knowledge and use of lab/test equipment
2. Manual dexterity
3. Attention to detail
4. Strong analytical capability
5. Troubleshooting

EMERGENCY MEDICAL TECHNICIAN (EMT)

Education: **V - AS**
 Work Experience: **1+**
 Salary: **\$30k - \$40k**
 EMT certification

Description:

Emergency medical technicians (EMTs) and paramedics care for the sick or injured in emergency medical settings. EMTs and paramedics respond to emergency calls, performing medical services and transporting patients to medical facilities.

Skills & Knowledge:

1. High pressure work
2. Attention to detail
3. Verbal & written communication
4. Customer service
5. Manual dexterity/physical endurance

ENTRY-LEVEL

LICENSED PRACTICAL NURSING (LPN)

Education: **V - AS**
 Work Experience: **1+**
 Salary: **\$40k - \$50k**
 LPN license

Description:

Licensed practical nurses (LPNs) work under the supervision of registered nurses and doctors. The main duties of LPNs are to assess, plan, implement, and evaluate care for patients. They provide care to patients at a very personal level and have direct contact with patients. Specific duties vary according to their employment setting (hospital, clinic, home health, etc.)

Skills & Knowledge:

1. Diagnostic/medical terminology
2. Attention to detail
3. Manual dexterity/physical endurance
4. Verbal & written communication
5. Customer service

MEDICAL BILLING/CODING

Education: **V - AS**
 Work Experience: **1-3**
 Salary: **\$30k - \$40k**

Description:

Medical billers/coders compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. They process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding and billing system.

Skills & Knowledge:

1. Computers & billing/coding software
2. Medical terminology
3. Attention to detail/organization
4. Verbal & written communication
5. Customer service

MID-LEVEL

PATIENT ADVOCATE/NAVIGATOR

Education: **AS – B** (Nursing, Social Work, or related field)
 Work Experience: **0-5**
 Salary: **\$40k - \$60k**

Description:

Patient navigators are healthcare extenders that guide patients through and around barriers in the complex healthcare system. These health professionals guide patients through the healthcare system, helping them overcome obstacles faced in accessing or receiving treatment. Patient navigators work in a variety of settings and have typically been trained as nurses or social workers.

Skills & Knowledge:

1. Attention to detail
2. Verbal & written communication skills
3. In-depth understanding of health care system, facilities, and processes
4. Compassion
5. Organization skills

REGISTERED NURSE

Education: **AS - B** (Nursing)
 Registered Nurse (RN) credential
 Work Experience: **0-2**
 Salary: **\$50k - \$60k**

Description:

Registered nurses assess patient health problems and needs, develop and implement nursing care plans, maintain medical records, and administer nursing care to ill, injured, convalescent, or disabled patients. They may advise patients on health maintenance and disease prevention or provide case management.

Skills & Knowledge:

1. Diagnostics/medical terminology
2. Patient care
3. Attention to detail
4. Problem solving
5. Verbal & written communication

RADIOLOGIC TECHNOLOGIST

Education: **AS - B** (Radiologic Technology)
 Radiologic Technology license
 Work Experience: **0-5**
 Salary: **\$46k - \$56k**

Description:

Radiologic technologists use x-ray equipment to produce images of tissues, organs, bones, and vessels and administering radiation therapy treatments. Radiologic technologists can also specialize in specific areas of the radiology field such as magnetic resonance imaging (MRI), sonography, mammography, computed tomography (CT), nuclear medicine, and radiation therapy.

Skills & Knowledge:

1. Interpersonal relationships skills
2. Computer skills
3. Written & verbal communication
4. Knowledge of diagnostic equipment
5. Diagnostic/medical terminology

CLINICAL NURSE EDUCATOR

Education: **B - M** (Nursing or Nursing Education)
 Work Experience: **2+**
 Salary: **\$60k - \$90k**
 Nursing educator certification

Description:

Clinical nurse educators are healthcare professionals who have gained a high level of expertise in nursing. They educate and train aspiring nurses or newly graduated nurses.

Skills & Knowledge:

1. Nursing curriculum
2. Strong written & verbal communication
3. Knowledge of clinical trends
4. Teaching experience
5. High-level research and publication

NURSE PRACTITIONER

Education: **M** (Nursing)
 Nurse Practitioner (NP) credential
 Work Experience: **5+**
 Salary: **\$90k - \$115k**

Description:

Nurse practitioners diagnose, treat, and help patients manage acute and chronic illnesses; conduct physical examinations and interpret patient medical history. They are also able to order and perform diagnostic tests and procedures and, unlike registered nurses, may prescribe medications.

Skills & Knowledge:

1. Problem solving skills
2. Computer skills
3. Critical thinking
4. Good decision-making skills
5. Interpersonal relationship skills

SENIOR-LEVEL

NURSING MANAGER/SUPERVISOR

Education: **B – M** (Nursing)
 Work Experience: **3-5**
 Salary: **\$75k - \$85k**

Description:

Nursing managers/supervisors are responsible for maintaining the quality and adequacy of nursing practice; for coordinating nursing and training programs; and for recognizing and assisting in solving professional, administrative and supervisory problems in an assigned area. The position exercises considerable judgment in applying professional knowledge in solving nursing problems within established policies and practices.

Skills & Knowledge:

1. Extensive nursing knowledge and skills
2. Supervision/leadership
3. Personnel and resource management
4. Time management skills
5. Attention to detail

OCCUPATIONAL THERAPIST

Education: **M** (Occupational Therapy)
 Work Experience: **0-5**
 Salary: **\$51k - \$100k**

Description:

Occupational therapists treat injured, ill, or disabled patients through the therapeutic use of everyday activities. They help these patients develop, recover, and improve the skills needed for daily living and working.

Skills & Knowledge:

1. Current knowledge of effective therapy practices
2. Effective verbal communication
3. Strong interpersonal skills
4. Problem solving skills
5. Attention to detail

PHYSICAL THERAPIST

Education: **M - D** (Physical Therapy)
 Work Experience: **0-5**
 Salary: **\$51k - \$112k**

Description:

Physical therapists typically create plans that involve stretching, strength training, exercises and physical manipulation to help people recover from injury. They are experts at what the body can do, and will keep patients motivated during ongoing therapy while tracking progress and reporting to doctors, patients, and their families.

Skills & Knowledge:

1. Current knowledge of effective therapy practices
2. Attention to detail
3. Dexterity
4. Strong interpersonal skills
5. Physical stamina

PHARMACY DIRECTOR

Education: **D** (Pharmacy)
 Work Experience: **5+**
 Salary: **\$115k - \$130k**

Description:

Pharmacy directors direct, establish, and plan the overall policies and goals for a hospital or healthcare facility's pharmacy services. They maintain contact with other department heads, medical staff, and nursing staff to determine needs, resolve problems, improve processes, and promote effective drug therapy.

Skills & Knowledge:

1. Extensive pharmaceutical knowledge
2. Supervision/leadership
3. Strategic thinking
4. Strong professional ethics
5. Attention to detail

PHYSICIAN

Education: **D** (Medicine)
 Work Experience: **3-7**
 Salary: **\$186k - \$240k**

Description:

Physicians and surgeons diagnose and treat injuries or illnesses. Physicians examine patients; take medical histories; prescribe medications; and order, perform, and interpret diagnostic tests. They often counsel patients on diet, hygiene, and preventive healthcare.

Skills & Knowledge:

1. Excellent diagnostic abilities
2. Effective written and verbal communication
3. Strong listening skills
4. Critical thinking
5. Service orientation

ENTRY-LEVEL

RESTAURANT WAITER/WAITRESS

 Education: **HS**
  Work Experience: **OJT**
  Salary: **\$12k - \$18k**

Description:

Waiters and waitresses take orders and serve food and beverages to customers in dining establishments.

Skills & Knowledge:

1. Communication
2. Customer service
3. Detail oriented
4. Interpersonal skills
5. Physical stamina

HOST/HOSTESS

 Education: **HS**
  Work Experience: **OJT**
  Salary: **\$18k - \$24k**

Description:

The host/hostess greets guests, takes them to their table and provides them with silverware and a menu. The host/hostess will keep track of which tables are cleaned and available for new guests, and may even be required to answer the phone, take reservations and in some cases take-out orders.

Skills & Knowledge:

1. Customer service
2. Communication skills
3. Organizational skills
4. Stress management/composure
5. Multi-task oriented

COOK

 Education: **HS**
  Work Experience: **OJT**
  Salary: **\$19k - \$28k**

Description:

Cooks prepare, cook and season food for people. Cooks work with other kitchen staff to follow recipes, use ovens, grills, microwaves, and other industrial cooking apparatus, measure and weigh ingredients, monitor food for freshness and safety, maintain a clean kitchen, and store ingredients properly.

Skills & Knowledge:

1. Communication skills
2. Customer service skills
3. Hand-eye coordination
4. Sense of taste and smell
5. Teamwork

RETAIL SALES PERSONS/CASHIERS

 Education: **HS**
  Work Experience: **OJT**
  Salary: **\$20k - \$28k**

Description:

The sales/cashier position is responsible for maintaining guest service, generating sales, housekeeping, merchandising, signing, pricing, cash register (point-of-sale) operations and loss prevention in adherence with all company policy/store standards.

Skills & Knowledge:

1. Customer service
2. Communication proficiency
3. Organizational skills
4. Ethical conduct
5. Clerical skills

FRONT DESK/CUSTOMER SERVICE

 Education: **HS**
  Work Experience: **OJT**
  Salary: **\$25k - \$35k**

Description:

Front desk and customer service staff accommodate hotel, motel, and resort patrons by registering and assigning rooms to guests, issuing room keys or cards, transmitting and receiving messages, keeping records of occupied rooms and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

Skills & Knowledge:

1. Customer service
2. Interpersonal skills
3. Clerical skills
4. Computer skills
5. Conflict resolution

MID -LEVEL

FRONT DESK SUPERVISOR

 Education: **HS**
  Work Experience: **1-2**
  Salary: **\$25k - \$35k**

Description:

Front desk supervisors ensure efficient desk operations and guest satisfaction by providing supervision and management to front desk staff. The position requires an ability to problem solve and provide resolution to difficult customer service issues, proficient use of the hotel PMS system, and the flexibility to fill desk shifts that become vacant with short notice.

Skills & Knowledge:

1. Customer service
2. Supervision/management
3. Interpersonal & professionalism
4. Organization & prioritization
5. Problem solving/conflict resolution

FRONT OFFICE MANAGER

 Education: **HS**
  Work Experience: **3-5**
  Salary: **\$29k - \$42k**

Description:

Front office managers directly supervise all front office personnel, including front desk and support personnel, and ensures proper completion of all front office duties. They direct and coordinate the activities of the front desk, reservations, guest services, and telephone areas. They also prepare monthly reports and budgets.

Skills & Knowledge:

1. Supervision/management
2. Problem solving/conflict resolution
3. Organization & prioritization
4. Customer service
5. Computer skills

HOUSEKEEPING/ENVIRONMENTAL SERVICES SUPERVISOR

 Education: **HS**
  Work Experience: **2+**
  Salary: **\$33k - \$55k**

Description:

Housekeeping/environmental services supervisors are primarily responsible for assigning and overseeing employees and contract services to perform environmental services, sanitation, floor care, pest control, shredding/recycling, and hazardous waste and materials on a daily and project basis. They also provide preventative maintenance coordination and oversight to ensure regulatory and documentation requirements are maintained on a daily, weekly, monthly, quarterly, and yearly basis as needed.

Skills & Knowledge:

1. Management
2. Quality control and assurance
3. Budget development
4. Knowledge of health and sanitation standards
5. Knowledge of HVAC systems

RESTAURANT FOOD SERVICE SUPERVISOR

 Education: **HS**
  Work Experience: **5-10**
  Salary: **\$55k - \$78k**

Description:

Food service managers are the leaders in the kitchen and the front of house in restaurants of all kinds. Responsible for overall operation for the restaurant, food service managers hire staff, purchase food and stock, and make sure everyone is trained on proper food preparation, kitchen safety techniques and understand health standards. Food service managers make sure that company is represented correctly and that the company's standards are upheld.

Skills & Knowledge:

1. Customer service
2. Attention to detail
3. Leadership
4. Management
5. Problem solving skills

HOSPITALITY AND TOURISM

 **HS** High School Diploma/GED
  **AP** Apprenticeship
  **B** Bachelor's Degree
  Years of Experience
 **V** Vocational Training
  **AS** Associate Degree
  **M** Master's Degree
  Licensure or Certification

SENIOR-LEVEL

CATERING OPERATIONS AND BANQUET MANAGER

 Education: **AS - B** (Hospitality, Restaurant, and Tourism Management; or related field)

 Work Experience: **2+**  Salary: **\$40k - \$65k**

Description:

Catering, operations, and banquet managers are responsible for promoting, planning, coordinating, and supervising the execution of all event functions within a hotel, ensuring a satisfactory dining experience. They are responsible for meeting and exceeding the monthly and annual revenue targets by generating brand-new and repeat business through referrals, telephone solicitation, direct mail, outside sales calls, networking and other community marketing techniques.

Skills & Knowledge:

1. Customer service
2. Leadership/Management skills
3. Communication skills
4. Quality standards
5. Organizational/Multi-tasking skills

MEETING, CONVENTION, AND EVENT PLANNER

 Education: **B** (Hospitality, Restaurant, and Tourism Management; or related)

 Work Experience: **1-2**  Salary: **\$45k - \$69k**

Description:

Meeting, convention, and event planners coordinate all aspects of events and professional meetings within a hotel. They arrange meeting locations, transportation, and other details.

Skills & Knowledge:

1. Communication skills
2. Composure
3. Interpersonal skills
4. Negotiation skills
5. Problem solving skills

SALES MANAGER

 Education: **B** (Business Administration, Hospitality, or related field)

 Work Experience: **3-5**  Salary: **\$50k - \$60k**

Description:

Sales managers are responsible for bringing in guests and making the hotel or resort money. They may work with general managers or owners to plan sales promotions, set sales goals, and train staff. These professionals not only seek out business with individual guests but also typically meet with larger groups. Sells other services and amenities provided by the hotel or resort.

Skills & Knowledge:

1. Sales & recruitment
2. Interpersonal skills
3. Supervision/management
4. Customer service
5. Strategic planning/thinking

RESTAURANT FOOD SERVICE MANAGER

 Education: **AS - B** (Restaurant and Tourism Management, Food Science, or related field)

 Work Experience: **0-2**  Salary: **\$50k - \$60k**

Description:

Food service managers are responsible for the daily operation of restaurants and other establishments that prepare and serve food and beverages. They direct staff to ensure that customers are satisfied with their dining experience, and they manage the business to ensure that it is profitable.

Skills & Knowledge:

1. Business skills
2. Communication skills
3. Customer service skills
4. Leadership/Management skills
5. Detail oriented

GENERAL MANAGER

 Education: **B - M** (Business Administration, Hospitality, or related field)

 Work Experience: **5-10**  Salary: **\$70k - \$80k**

Description:

General managers lead, supervise, and direct the operations and financial activities of the hotel or resort. They help create and implement the hotel's culture and standards for staff and guests. The manager is ultimately responsible for ensuring customer satisfaction through consistent delivery of both quality and service. They must be good at accounting, able to multitask, must be willing work a flexible schedule.

Skills & Knowledge:

1. Supervision/management
2. Sales & recruitment
3. Strategic planning & thinking
4. Problem solving/conflict resolution
5. Customer service

REGIONAL DIRECTOR

 Education: **B - M** (Business Administration, Hospitality, or related field)

 Work Experience: **10+**  Salary: **\$80k - \$90k**

Description:

Regional directors supervise operations at multiple hotels within a region, providing guidance and support to General Managers within that region. The regional director monitors performance at regional hotels, develops regional sales partnerships, and guides overall strategy and direction for a region.

Skills & Knowledge:

1. Supervision/management
2. Sales & recruitment
3. Strategic planning & thinking
4. Problem solving/conflict resolution
5. Customer service

INFORMATION TECHNOLOGY

HS High School Diploma/GED
 AP Apprenticeship
 B Bachelor's Degree
 Years of Experience
V Vocational Training
 AS Associate Degree
 M Master's Degree
 Licensure or Certification

ENTRY-LEVEL

CUSTOMER SERVICE REPRESENTATIVE

Education: **HS**
 Work Experience: **OJT**
 Salary: **\$35k - \$45k**

Description:

Customer service representatives act as the voice and face of the company when interacting with customers. Their duties include answering customer questions, resolving individual problems, handling complaints, and handling other transactions. They must have an in-depth knowledge of all the company's products and services; they also must be up to date on changes or updates within the company.

Skills & Knowledge:

1. Customer Service
2. Interpersonal Skills
3. Conflict resolution
4. Troubleshooting and repair
5. Problem solving

CALL CENTER MANAGER

Education: **HS**
 Work Experience: **0-2**
 Salary: **\$30k - \$45k**

Description:

Call center managers are in charge of a group of customer service representatives, who work from central call centers, and sometimes over email or live chat. Call center managers ensure that customer service teams meet customer needs by giving helpful tips on a product, making recommendations on how to resolve customer issues, taking orders and facilitating returns, troubleshooting problems, and answering complaints.

Skills & Knowledge:

1. Customer Service Skills
2. Communication Skills
3. Leadership
4. Patience
5. Problem solving

HELP DESK TECHNICIAN

Education: **V**
 Work Experience: **0-2**
 Salary: **\$30k - \$40k**
 CompTIA A+ certification

Description:

Helpdesk technicians assist customers with computer problems. Their duties vary by company, but general responsibilities include providing technical and product support, assisting customers and clients with a variety of setups, diagnosing and solving technical problems, and providing consultations. They respond to telephone calls, email and personnel requests for technical support.

Skills & Knowledge:

1. Customer Service
2. Basic tech knowledge
3. Troubleshooting & repair
4. Problem solving
5. Systems analysis

COMPUTER USER SUPPORT SPECIALIST/NETWORK SUPPORT SPECIALIST

Education: **AS - B** (Information Technology or related field)
 Work Experience: **0-2**
 Salary: **\$49k - \$70k**
 CompTIA A+/Linux+ certifications

Description:

Computer support specialists provide help and advice to people and organizations using computer software or equipment. Some, called computer network support specialists, support information technology (IT) employees within their organization. Others, called computer user support specialists, assist non-IT users who are having more computer problems.

Skills & Knowledge:

1. Hardware & software knowledge
2. Programming
3. Customer service
4. Troubleshooting & repair
5. Problem solving

INFORMATION TECHNOLOGY

 **HS** High School Diploma/GED
 **V** Vocational Training

 **AP** Apprenticeship
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 **B** Bachelor's Degree
 **M** Master's Degree

 **YE** Years of Experience
 **LC** Licensure or Certification

MID-LEVEL

DATABASE ADMINISTRATOR

 Education: **B** (Computer Science or related field)

 Work Experience: **2-5**  Salary: **\$40k - \$60k**

Description:

Database administrators (DBAs) ensure that the software used to manage a database is properly maintained to allow rapid access when needed. They will typically work to ensure data security, coordinating with an IT security professional or team in larger companies to help maintain the integrity of sensitive business data, and maintain the database server's efficiency.

Skills & Knowledge:

1. Database systems (SQL, SAP)
2. Problem solving
3. Verbal & written communication
4. Organization
5. Design

NETWORK/SYSTEMS ADMINISTRATOR

 Education: **B** (Computer Science or related field)

 Work Experience: **3-5**  Salary: **\$44k - \$70k**

Description:

Network administrators design, plan and implement an organization's network. They evaluate and modify hardware, systems software, and application software to improve network functioning. Additionally, network administrators carry out security procedures and document the network systems and back-ups.

Skills & Knowledge:

1. Computer networking
2. Diverse operating systems
3. LAN & WAN
4. TCP/IP
5. Network security

SYSTEMS ANALYST

 Education: **B** (Computer Science or related field)

 Work Experience: **3-5**  Salary: **\$50k - \$80k**

Description:

Computer systems analysts study an organization's current computer systems and procedures and design information systems solutions to help the organization operate more efficiently and effectively. They bring business and information technology (IT) together by understanding the needs and limitations of both.

Skills & Knowledge:

1. Analytic problem-solving skills
2. Communication skills
3. Math and computer science
4. Creativity and curiosity
5. New and emerging technology

COMPUTER PROGRAMMER

 Education: **B** (Computer Science or related field)

 Work Experience: **3-5**  Salary: **\$40k - \$70k**

Description:

Programmers review, analyze, and modify programming systems including encoding, testing, debugging and documenting programs. Programmers convert symbolic program specifications into instructions using programming languages, usually tied to specified software.

Skills & Knowledge:

1. Analytical problem solving
2. Math & computer science
3. Teamwork
4. Database technology
5. Verbal & written communication

WEB DEVELOPER

 Education: **B** (Computer Science or related field)

 Work Experience: **3-5**  Salary: **\$40k - \$70k**

Description:

Web developers build the backbone of websites. Their tasks include writing code to generate web pages, access databases and business logic servers; working with designers and content producers; testing and documenting software for websites; and writing modifying and debugging software for websites. Since web developers typically build websites from the ground up, they need to know relevant programming languages and hardware.

Skills & Knowledge:

1. Design
2. Web applications
3. Creativity & curiosity
4. Verbal & written communication
5. Teamwork

SOFTWARE DEVELOPER/ENGINEER

 Education: **B** (Computer Science or Software Engineering)

 Work Experience: **3-5**  Salary: **\$60k - \$80k**

Description:

Software developers/engineers design and modify software applications to adhere to designs supporting internal business requirements or external customers. They standardize the quality assurance procedure for software, oversee testing, and develop fixes.

Skills & Knowledge:

1. Necessary programming languages
2. Problem solving skills
3. Creativity & curiosity
4. Web applications knowledge
5. Teamwork

INFORMATION TECHNOLOGY

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MID-LEVEL

INFORMATION SECURITY ANALYST

 Education: **B** (Information Security or Cybersecurity)
 Work Experience: **5+**
  Salary: **\$51k - \$85k**

Description:

Information security analysts are responsible for providing security solutions for their companies. Their main duties include doing research, collecting data, developing secure strategies and maximizing productivity. They also are in charge of implementing security principles while following strict privacy policies. They conduct assessments of enterprise environments and frequently monitor logs and computer traffic.

Skills & Knowledge:

1. Problem solving
2. New and emerging technologies
3. Computer networking
4. Leadership
5. Customer relations

IT PROJECT MANAGER

 Education: **B** (Computer Science or related field)
 Work Experience: **3-5**
  Salary: **\$45k - \$100k**

Description:

IT project managers plan, initiate, and manage information technology (IT) projects; lead and guide the work of technical staff; serve as liaison between business and technical aspects of projects; plan project stages and assess business implications for each stage; and monitor progress to assure deadlines, standards, and cost targets are met.

Skills & Knowledge:

1. Technical management
2. Complex problem solving
3. Data center management
4. Developing budgets
5. Coordination/strategic planning

INFORMATION TECHNOLOGY

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 Years of Experience
 Licensure or Certification

SENIOR-LEVEL

BUSINESS MANAGEMENT ANALYST

 Education: **B – M** (Business Administration, Management, Finance, or related field)
 Work Experience: **0-5**  Salary: **\$50k - \$80k**

Description:

Business Management Analysts conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants.

Skills & Knowledge:

1. Systems evaluation
2. Critical thinking
3. Operations analysis
4. Judgment and decision making
5. Complex problem solving

BUSINESS CONTINUITY PLANNER

 Education: **B** (Business Administration or Management)
 Work Experience: **0-2**  Salary: **\$40k - \$100k**

Description:

Business continuity planners develop, maintain, or implement business continuity and disaster recovery strategies and solutions, including risk assessments, business impact analyses, strategy selection, and documentation of business continuity and disaster recovery procedures. They also plan, conduct, and debrief regular mock-disaster exercises to test the adequacy of existing plans and strategies, updating procedures and plans regularly.

Skills & Knowledge:

1. Critical thinking
2. Complex problem solving
3. Judgment and decision making
4. Strong writing
5. Systems analysis

COMPUTER & INFORMATION SYSTEMS MANAGER

 Education: **M** (Computer Science or related field)
 Work Experience: **10+**  Salary: **\$59k - \$107k**

Description:

Computer and information systems managers plan, coordinate, and direct computer-related activities in an organization. They help determine the information technology goals of an organization and are responsible for implementing computer systems to meet those goals. They also supervise all user services positions (such as helpdesk technicians).

Skills & Knowledge:

1. Administration & management
2. Verbal & written communication
3. Team work
4. Problem solving
5. Critical thinking

CHIEF INFORMATION OFFICER/DIRECTOR OF INFORMATION TECHNOLOGY

 Education: **B – M** (Computer Science or Business Administration)
 Work Experience: **15+**  Salary: **\$87k - \$192k**

Description:

Chief Information Officers (CIOs) are responsible for the technological direction of a company. They propose budgets for programs and projects, purchases and upgrades equipment, supervises computer specialists and IT workers, and presides over IT-related projects.

Skills & Knowledge:

1. Management
2. Strategic planning/ strategic goal setting
3. Contract negotiations
4. Knowledge of computer & internet operations
5. Knowledge of computer hardware/software solutions

SENIOR COMPUTER SCIENTIST

 Education: **B – M** (Computer Science or Computer Engineering)
 Work Experience: **5-10+**  Salary: **\$100k - \$140k**

Description:

Senior computer scientists are typically employed in research work involving data and information systems. They work for a variety of large-scale companies and industries, and often hold a supervisory role at the head of a research team. Senior computer scientists generally gather and analyze data for their company to develop more efficient systems for data-sharing, storage, and communication, and may also work within larger research development departments to create new product offerings.

Skills & Knowledge:

1. Problem solving
2. Modeling; Coding and testing prototypes
3. Client interaction/relationships
4. Management
5. Strategic planning

LIFE SCIENCES

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ENTRY-LEVEL

PHARMACY TECHNICIAN

 Education: **HS - V**
  Work Experience: **0-2**
  Salary: **\$28k - \$35k**

Description:

Pharmacy technicians work with pharmacists to help prepare and give out prescription medication. They take prescriptions over the phone and in person, work with health professionals and customers, help mix medicines, count pills, measure medication, label and give instructions for medicine, and help take payments.

Skills & Knowledge:

1. Customer Service
2. Attention to Detail
3. Organization
4. Strong communication skills
5. Computer skills

MEDICAL EQUIPMENT & APPLIANCE TECHNICIAN

 Education: **AS** (Biomedical Equipment Technology, or related field)
 Work Experience: **0-5**
  Salary: **\$40k - \$50k**

Description:

Medical equipment & appliance technicians perform a variety of tasks to keep medical instruments in working order. Along with testing and calibrating equipment, they must also clean, lubricate and adjust instruments to make sure they function properly. These technicians may also be responsible for ensuring proper use of equipment to comply with safety regulations.

Skills & Knowledge:

1. Dexterity
2. Mechanical skills
3. Time management skills
4. Problem solving
5. Computer skills

LAB TECHNICIAN

 Education: **AS - B** (Laboratory Technology, Chemistry, or related field)
 Work Experience: **0-5**
  Salary: **\$30k - \$40k**

Description:

Lab technicians collect samples, study and perform tests on body fluids, teeth, chemical compounds, biological specimens, or other fields of science. Lab technicians use various types of machinery, lab equipment and complex computer programs to perform their tests.

Skills & Knowledge:

1. Understand complex lab machinery and computer programs used to conduct tests
2. Manual dexterity
3. Attention to detail
4. Strong analytical capability
5. Troubleshooting

CHEMICAL TECHNICIAN

 Education: **AS** (Chemistry, Applied Technology, or related field)
 Work Experience: **0-2**
  Salary: **\$40k - \$50k**

Description:

Chemical technicians are responsible for monitoring chemical processes and testing products as part of quality assurance. Under the supervision of chemists and other team members, they perform repetitive lab activities, such as setting up lab equipment and preparing chemical solutions.

Skills & Knowledge:

1. Science
2. Reading comprehension
3. Quality control analysis
4. Active listening
5. Written communication skills

QUALITY CONTROL ANALYST

 Education: **AS - B** (Quality Assurance/Management, Biology, or related field)
 Work Experience: **0-2**
  Salary: **\$30k - \$40k**

Description:

Quality control analysts perform various scientific analyses to evaluate the quality of raw materials, in-process materials, and finished goods and ensure compliance with established standards. They conduct and validate various biological and chemical quality control (QC) tests and compile, interpret, and document statistical data from testing processes to either confirm compliance with established quality standards or identify deviations

Skills & Knowledge:

1. Math and mechanical skills
2. Computer and processing skills
3. Problem solving
4. Writing and critical thinking skills
5. Dexterity

ENERGY EFFICIENCY SPECIALIST

 Education: **AS** (Energy Management or related field)
 Work Experience: **0-5**
  Salary: **\$40k - \$70k**

Description:

Energy efficiency specialists assess buildings and blueprints to determine efficiency and answers questions; work with builders, building managers, and building owners to explain and analyze efficiency standards; communicate and correspond with builders and owners to explain and support efficiency compliance; and network and present on efficiency standards.

Skills & Knowledge:

1. Verbal & Written communication
2. Blueprint and technical drawings
3. Computer skills
4. Complex problem solving
5. Knowledge of building construction

ENTRY-LEVEL

SUSTAINABILITY SPECIALIST

 Education: **B** (Environmental Sciences, Environmental Engineering, or related field)

 Work Experience: **0-5**  Salary: **\$45k - \$70k**

Description:

Sustainability specialists collect information about waste-stream management or green building practices to inform decision-makers; create marketing or outreach media, such as brochures or websites, to communicate sustainability issues, procedures, or objectives; and create or maintain plans or other documents related to sustainability projects.

Skills & Knowledge:

1. Reading Comprehension
2. Active Listening
3. Complex Problem Solving
4. Verbal & Written Communication
5. Critical Thinking

MID-LEVEL

QUALITY INSPECTOR/TECHNICIAN

 Education: **B** (Engineering Technology)  Quality Technician certification
 Work Experience: **2-5**  Salary: **\$30k - \$55k**

Description:

Quality technicians are responsible for conducting testing procedures during manufacturing processes to ensure that products comply with quality standards.

Skills & Knowledge:

1. Verbal & Written Communication
2. Strong analytical skills
3. Attention to Detail
4. Strong math
5. Strategic planning

RECYCLING COORDINATOR

 Education: **B** (Environmental Sciences, Resource Management or related field)
 Work Experience: **4+**  Salary: **\$32k - \$48k**

Description:

Recycling coordinators supervise curbside and drop-off recycling programs for municipal governments or private firms. They supervise recycling technicians, community service workers, or other recycling operations employees or volunteers; one of the main responsibilities as a recycling coordinator is to assign truck drivers or recycling technicians to routes. Some may also coordinate shipments of recycling materials with shipping brokers or processing companies.

Skills & Knowledge:

1. Data management skills
2. Written & Verbal communication skills
3. Strong analytical skills
4. Commitment to environmental sustainability
5. Building and maintaining relationships

ALTERNATIVE ENERGY MANAGER

 Education: **B** (Engineering, Sustainability, or a related field)
 Work Experience: **4+**  Salary: **\$65k - \$90k**

Description:

Alternative energy managers evaluate energy use and designs energy programs that increase efficiency and reduce energy-related costs. They redesign processes, retrofit buildings and equipment, and plan energy-related systems for new projects. Energy managers may also be responsible for improving the efficiency of water systems. Some energy managers specialize in certain systems or aspects of energy management such as heating, ventilation, and air-conditioning (HVAC) systems or lighting.

Skills & Knowledge:

1. Verbal & Written Communication
2. Strong analytical skills
3. Attention to Detail
4. Strong math
5. Strategic planning

ALTERNATIVE ENERGY MANAGER

 Education: **B** (Environmental Science/Engineering or a related field)
 Work Experience: **7+**  Salary: **\$40k - \$80k**

Description:

Environmental planners/scientists work to minimize the environmental impacts of housing, industrial, and transportation-related construction projects. They also help project managers navigate the environmental permitting process. They review site plans and visit project sites to investigate potential environmental effects and identify needed changes. They coordinate with regulatory agencies to manage permitting issues, and ensure compliance with the National Environmental Policy Act (NEPA) and all federal, state, and local environmental regulations. Planners working for government agencies may recommend whether permits should be approved or denied. Environmental planners prepare environmental impact statements, environmental assessments, categorical exclusions, and responses to requests for proposals. They need to keep up with changes to zoning and building codes, environmental regulations, and other legal issues.

Skills & Knowledge:

1. Geographic Information Systems (GIS) mapping software
2. Strong written communication
3. Technical engineering project management
4. Strong analytical skills
5. Strategic planning

SENIOR-LEVEL

ENERGY ENGINEER
 Education: **B** (Energy Engineering or related field)

 Work Experience: **2+**
  Salary: **\$80k - \$100k**
Description:

Energy engineers design equipment and develop new systems; modify existing processes to produce energy efficiently and cause minimal damage to the environment. Energy engineers ensure safety standards are met, assess efficiency and costs of systems, conduct research, tests, and experiments on machinery and serve as liaisons with other scientific experts.

Skills & Knowledge:

1. Reading comprehension
2. Critical thinking
3. Active listening
4. Strong written & verbal communication
5. Attention to detail

BIOCHEMIST
 Education: **B - M** (Biochemistry)

 Work Experience: **4+**
  Salary: **\$70k - \$90k**
Description:

Biochemists research or study chemical composition and processes of living organisms that affect vital processes such as growth and aging to determine chemical actions and effects on organisms such as the action of foods, drugs, or other substances on body functions and tissues.

Skills & Knowledge:

1. Science
2. Active Learning
3. Strong writing skills
4. Reading comprehension
5. Mathematics

PHYSICAL SCIENTIST
 Education: **B** (Physical Science or related field)

 Work Experience: **5+**
  Salary: **\$65k - \$90k**
Description:

Physical scientists are professionals who specialize in sciences that do not deal with living organisms such as physics, chemistry, astronomy and geology. Instead, they focus on physical properties and energy.

Skills & Knowledge:

1. Science
2. Active Learning
3. Strong writing skills
4. Reading comprehension
5. Mathematics

LABORATORY MANAGER
 Education: **B** (Medical Technology, Biology, Chemistry, or related field)

 Work Experience: **7+**
  Salary: **\$80k - \$100k**
Description:

Laboratory managers maintain medical laboratory equipment performance by establishing quality standards; developing operations, quality, and troubleshooting procedures; ensuring staff compliance; certifying instrument performance; and arranging equipment replacement, service, and repair.

Skills & Knowledge:

1. Troubleshooting procedures
2. Clinical lab testing
3. Personnel and resource management
4. Presenting technical information
5. Management

TRANSPORTATION, DISTRIBUTION, AND LOGISTICS

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ENTRY-LEVEL

LABORER/WAREHOUSE WORKER

 Education: **HS**  Work Experience: **0-2**  Salary: **\$25k - \$30k**

Description:

General laborers manually move freight, stock, or other materials or perform other general labor in a shipping/receiving warehouse.

Skills & Knowledge:

1. Manual dexterity
2. Heavy lifting & moving
3. Sorting
4. Verbal communication
5. Safety procedures

INVENTORY ASSOCIATE

 Education: **HS**  Work Experience: **0-2**  Salary: **\$25k - \$30k**

Description:

Inventory associates, also known as auditors or material recording clerks, work with company supply chains to make sure that inventory is on route, on shelves and well-stocked. They are record keepers for materials, report creators and supply trackers.

Skills & Knowledge:

1. Clerical skills
2. Strong mathematic skills
3. Strong communication skills
4. Attention to detail
5. Inventory control

ORDER ENTRY CLERK/ORDER PROCESSOR

 Education: **HS**  Work Experience: **0-2**  Salary: **\$30k - \$40k**

Description:

Order clerks work with customers providing information and processing orders. Clerks receive orders via phone, mail, Internet and in-person. Some order clerks work remotely while others work at the company location. An order clerk usually works at a register or computer, simultaneously communicating online or on the telephone.

Skills & Knowledge:

1. Customer service
2. Strong communication skills
3. Attention to detail
4. Computer skills
5. Inventory control

SHIPPING AND RECEIVING CLERK

 Education: **HS**  Work Experience: **0-2**  Salary: **\$35k - \$40k**

Description:

Shipping & receiving clerks verify and maintain records on incoming and outgoing shipments and prepare items for shipment. Their duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for the transportation of products.

Skills & Knowledge:

1. Attention to detail
2. Data entry
3. Problem solving
4. Customer service
5. Inventory control

LIGHT TRUCK DELIVERY DRIVER

 Education: **HS**  Work Experience: **0-2**  Salary: **\$35k - \$45k**
 Driver's License (clean record)

Description:

Light truck delivery drivers operate light vehicles, such as a truck or van, with a capacity of less than 26,000 pounds Gross Vehicle Weight (GVW), primarily to deliver or pick up merchandise or to deliver packages. They may also load and unload the vehicle.

Skills & Knowledge:

1. Skilled driving & navigation
2. Computer skills (hand-held tablet)
3. Attention to detail
4. Customer service
5. Heavy lifting & moving

TRACTOR TRAILER DRIVER (CDL DRIVER)

 Education: **V**  Work Experience: **0-5**  Salary: **\$40k - \$55k**
 Commercial Driver's License (CDL)

Description:

CDL drivers are responsible for transporting different types of goods from distribution centers to customer locations using a truck. They are also required to perform inspections before and after a trip, and unload cased products from the trailer to customer facilities. They also follow appropriate safety procedures to transport dangerous cargo and maintain logs of vehicle repair status and working hours.

Skills & Knowledge:

1. Skilled driving & navigation
2. Attention to detail
3. Customer service
4. Heavy lifting & moving
5. Safety procedures

TRANSPORTATION, DISTRIBUTION, AND LOGISTICS

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MID-LEVEL

WAREHOUSE/DISTRIBUTION SUPERVISOR

 Education: **HS - V**  Work Experience: **2+**  Salary: **\$30k - \$50k**

Description:

Warehouse distribution supervisors will oversee daily warehouse activities while ensuring focus on safety, quality, delivery and cost, serving as leads over assigned warehouse function. They also train and provide lead work direction and guidance to assigned staff; prioritize work assignments; participate in the hiring and screening of new applicants as assigned; and coordinate the activities of employees engaged in distribution.

Skills & Knowledge:

1. Supervision/leadership
2. Planning, organizing and prioritization
3. Verbal & written communication
4. Computer skills
5. Systems analysis

BUYER/PURCHASE AGENT

 Education: **B** (Business, Finance, or related field)
 Work Experience: **2+**  Salary: **\$35k - \$40k**

Description:

Buyers, also known as purchasing agents, are analyzers, negotiators and deal-makers. They research, evaluate and buy products for companies to either resell to customers or use in their everyday operations. Buyers are the people who determine what products get to store shelves, in catalogues, and online.

Skills & Knowledge:

1. Strong communication skills
2. Multi-tasking or prioritizing
3. Negotiation skills
4. Mechanical and spatial aptitudes
5. Strong organizational skills

FRONTLINE SUPERVISOR

 Education: **AS - B** (Logistics, Business, or related field)
 Work Experience: **0-2**  Salary: **\$50k - \$60k**

Description:

Frontline supervisors plan, organize, coordinate, and supervise the operations of a single facility/warehouse responsible for the maintenance, repair, and operation of diesel vehicles, light and heavy trucks, and other heavy equipment. Responsible for all safety, quality, and compliance requirements.

Skills & Knowledge:

1. Management/leadership
2. Analytical problem-solving skills
3. Verbal & written communication
4. Computer skills
5. Planning, organizing and prioritizing

LOGISTICIAN/SUPPLY CHAIN SPECIALIST

 Education: **AS - B** (Logistics, Supply Chain Management, or related field)
 Work Experience: **0-5**  Salary: **\$50k - \$80k**

Description:

Logisticians/supply chain specialists are responsible for facilitating and coordinating the receiving, storing, moving, and shipping of supplies, stock, and materials in a region, effectively managing the timely flow of order processing; organizing and managing the activities involved in the acquisition, identification, and distribution of products through all the supply chain system.

Skills & Knowledge:

1. Systems analysis
2. Organizing & prioritization
3. Problem solving
4. Computer skills
5. Verbal & written communication

SUPPLY CHAIN MANAGER

 Education: **B** (Logistics, Supply Chain Management, or related field)
 Work Experience: **5+**  Salary: **\$65k - \$75k**

Description:

Supply chain managers direct or coordinate distribution forecasting services or activities to limit costs and improve accuracy, customer service, and efficiency. They will also examine existing procedures or opportunities and streamline activities in order to meet distribution needs.

Skills & Knowledge:

1. Supervision/management
2. Systems analysis
3. Project management
4. Verbal & written communication
5. Computer skills

TRANSPORTATION, DISTRIBUTION, AND LOGISTICS

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SENIOR-LEVEL

PURCHASING MANAGER

 Education: **B** (Business Administration or related)

 Work Experience: **7+**  Salary: **\$65k - \$75k**

Description:

Purchasing managers plan, direct, and coordinate the buying of materials, products, or services for wholesalers, retailers, or organizations. They oversee the work of procurement-related occupations including buyers, sales, and purchasing agents.

Skills & Knowledge:

1. Contract negotiation & management
2. Vendor management
3. Management/leadership
4. Strategic planning
5. Verbal & written communication

OPERATIONS MANAGER/SUPERVISOR

 Education: **B - M** (Business Administration, Operations Management, or related)

 Work Experience: **7+**  Salary: **\$85k - \$95k**

Description:

Operations managers are responsible for managing the day to day operations across all operational areas (shipping & receiving, as well as storage and distribution) including area managers/supervisors. The position will lead continuous improvement initiatives with a strong emphasis on safety, customer satisfaction, and cost. They also manage the implementation of training methods and benchmark standards for operating personnel.

Skills & Knowledge:

1. Supervision/management
2. Project management
3. Strategic planning
4. Verbal & written communication
5. Computer skills

TRANSPORTATION MANAGER

 Education: **B - M** (Logistics, Supply Chain Management, or related field)

 Work Experience: **10+**  Salary: **\$70k - \$80k**

Description:

Transportation managers develop and implement policies and procedures for transportation operations; These professionals are in charge of personnel activities and schedules, and they oversee shipment coordination and routing.

Skills & Knowledge:

1. Management/leadership
2. Strategic planning
3. Verbal & written communication
4. Project management
5. Attention to detail

DISTRIBUTION CENTER MANAGER

 Education: **B** (Business Administration, Operations Management, or related)

 Work Experience: **10+**  Salary: **\$85k - \$95k**

Description:

The distribution center manager is responsible for all aspects related to the receiving, storing, and shipping of goods to and from a distribution center, including all area managers and supervisors. They use reports and feedback from area managers to make strategic decisions regarding the overall operations and business plan of the distribution center, in accordance with corporate/regional plans.

Skills & Knowledge:

1. Strategic planning
2. Supervision/leadership
3. Analytic problem solving
4. Verbal & written communication
5. Financial and personnel management