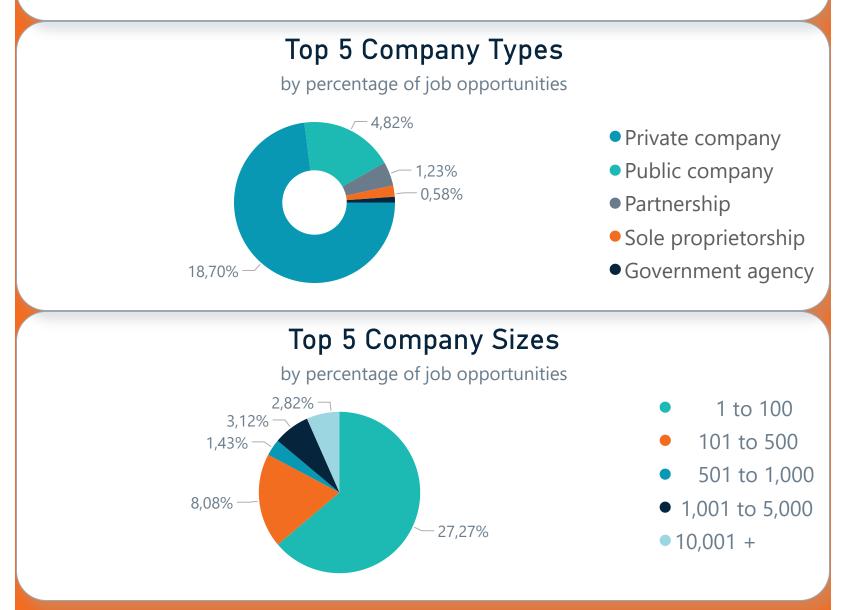


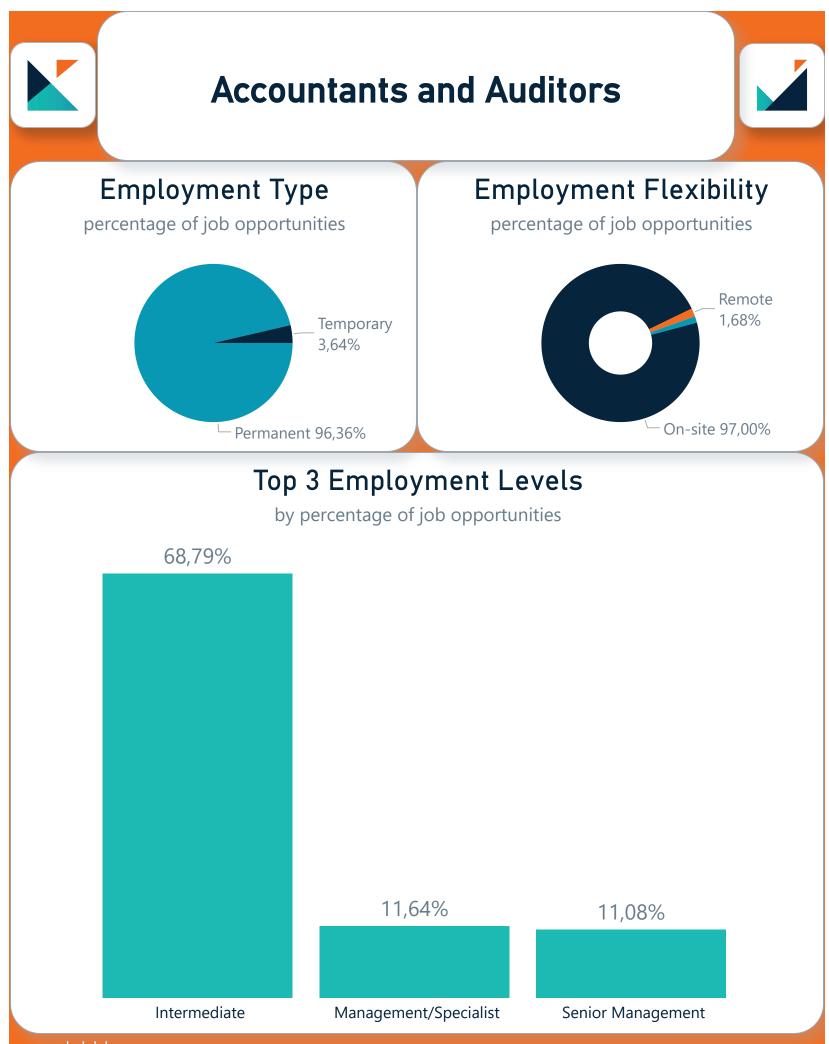


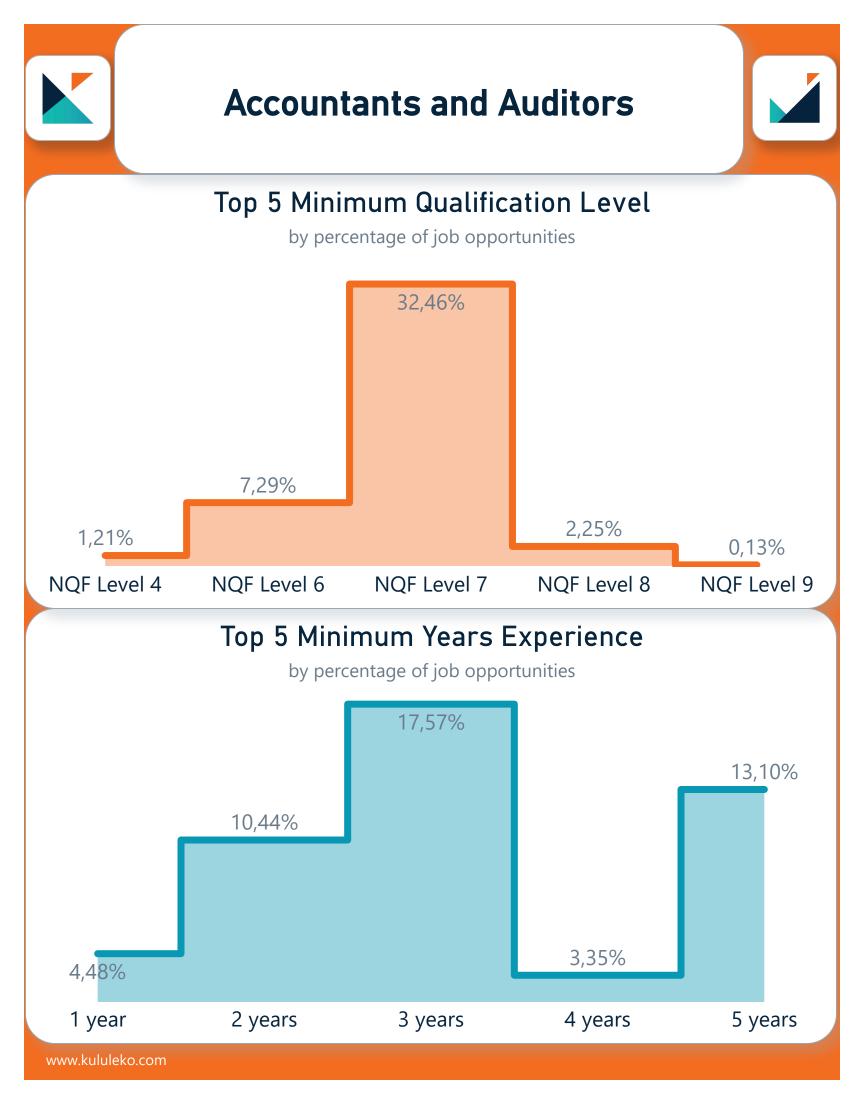
#### **Top 5 Industries**

by percentage of job opportunities

Financial and insurance activities	38,99%
Professional, scientific and technical activities	9,53%
Administrative and support activities	6,73%
Information and communication	4,43%
Manufacturing	2,88%











### Top 10 Required Skills

Time Management	
Managing one's own time and the time of others.	1
Management of Financial Resources	
Determining how money will be spent to get the work done, and accounting for	2
these expenditures.	
Operations Analysis	
Analyzing needs and product requirements to create a design.	3
Systems Analysis	
Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.	4
Writing	
Communicating effectively in writing as appropriate for the needs of the audience.	5
Service Orientation	
Actively looking for ways to help people.	6
Complex Problem Solving	
Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.	7
Learning Strategies	
Selecting and using training/instructional methods and procedures appropriate for	8
the situation when learning or teaching new things.	
Coordination	
Adjusting actions in relation to others' actions.	9
Management of Personnel Resources	
Motivating, developing, and directing people as they work, identifying the best people for the job.	10





#### Top 5 Required Knowledge

Administration and Management	
Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.	1
Economics and Accounting	
Economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.	2
Customer and Personal Service	
Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.	3
Law and Government	
Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.	4
Education and Training	
Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.	5





#### Top 10 Required Technology Skills

Spreadsheet software	
Microsoft Excel	1
Word processing software	
Microsoft Word	2
Accounting software	
Accounting software	3
Enterprise resource planning ERP software	
Microsoft Dynamics	5
SAP ERP	7
Internet browser software	
Google	4
Customer relationship management CRM software	
Microsoft Dynamics	5
Electronic mail software	
Microsoft Outlook	8
Operating system software	
Ubuntu	8
Web page creation and editing software	
Facebook	10