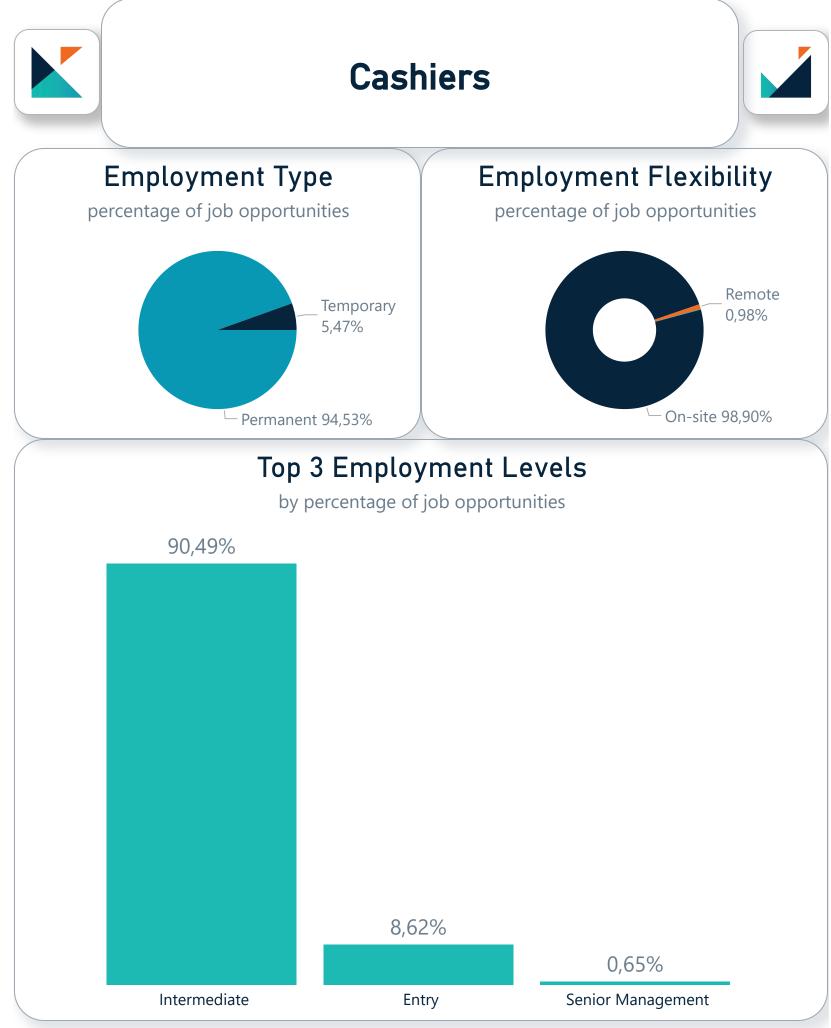




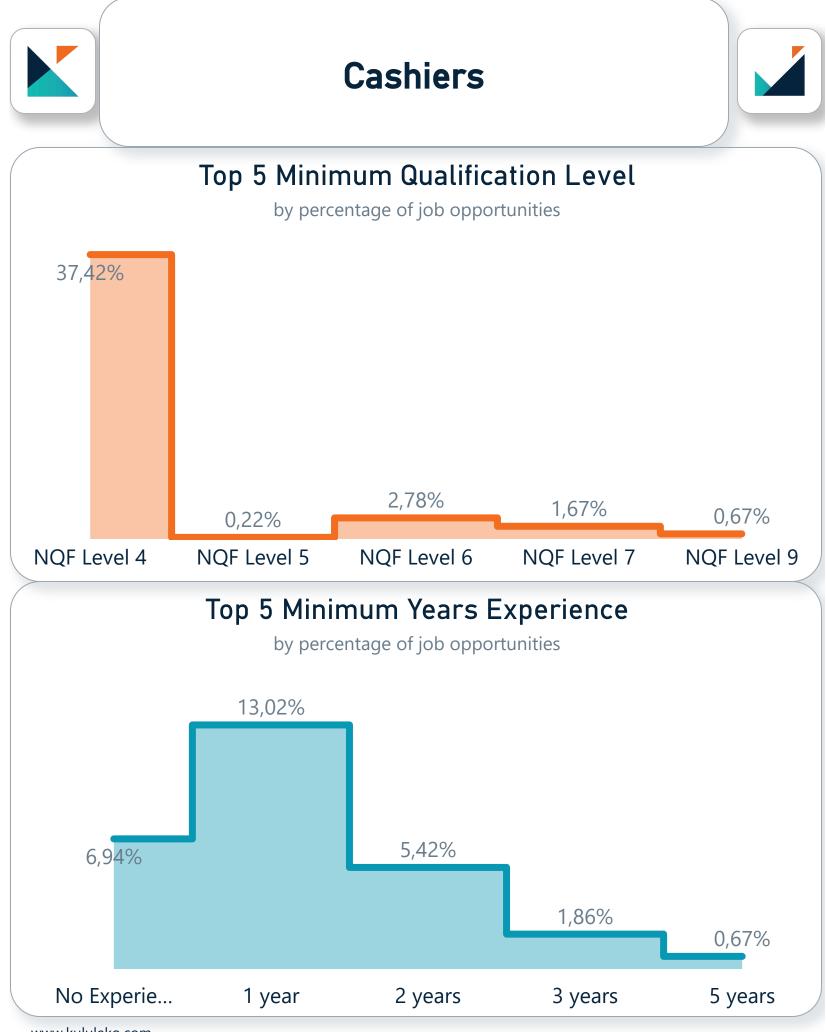


#### **Top 5 Industries** by percentage of job opportunities Wholesale and retail trade 59,50% Professional, scientific and technical activities 21,45% Administrative and support activities 3,51% Agriculture, forestry and fishing 3,41% Accommodation and food service activities 2,48% **Top 5 Company Types** by percentage of job opportunities • Public company 18,88% • Private company 6,31% Corporation 0.40% Sole proprietorship • Government agency Partnership <sup>L</sup> 21,43% **Top 5 Company Sizes** by percentage of job opportunities 1 to 100 8.89% 101 to 500 11,48% • 1,001 to 5,000 • 5,001 to 10,000 • 10,001 + 8,65% 4,12% 5,17% -

www.kululeko.com



www.kululeko.com



www.kululeko.com





### Top 10 Required Skills

Service Orientation	
Actively looking for ways to help people.	1
Time Management	
Managing one's own time and the time of others.	2
Social Perceptiveness	
Being aware of others' reactions and understanding why they react as they do.	3
Speaking	
Talking to others to convey information effectively.	4
Monitoring	
Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.	5
Critical Thinking	
Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.	6
Active Learning	
Understanding the implications of new information for both current and future problem-solving and decision-making.	7
Active Listening	
Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.	7
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 the situation when learning or teaching new things.	7





1

2

3

4

5

#### Top 5 Required Knowledge Sales and Marketing Principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems. **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. **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. **English Language** The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. **Administrative** Administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.





#### Top 10 Required Technology Skills

Internet browser software	
Google Chrome	1
Google	4
Spreadsheet software	
Microsoft Excel	2
Google Sheets	5
Word processing software	
Microsoft Word	3
Google Docs	5
Instant messaging software	
Instagram	7
Web page creation and editing software	
Instagram	7