

Office Clerks, General

Ranked

98

by count of job opportunities

Percentage

0.22%

of all job opportunities

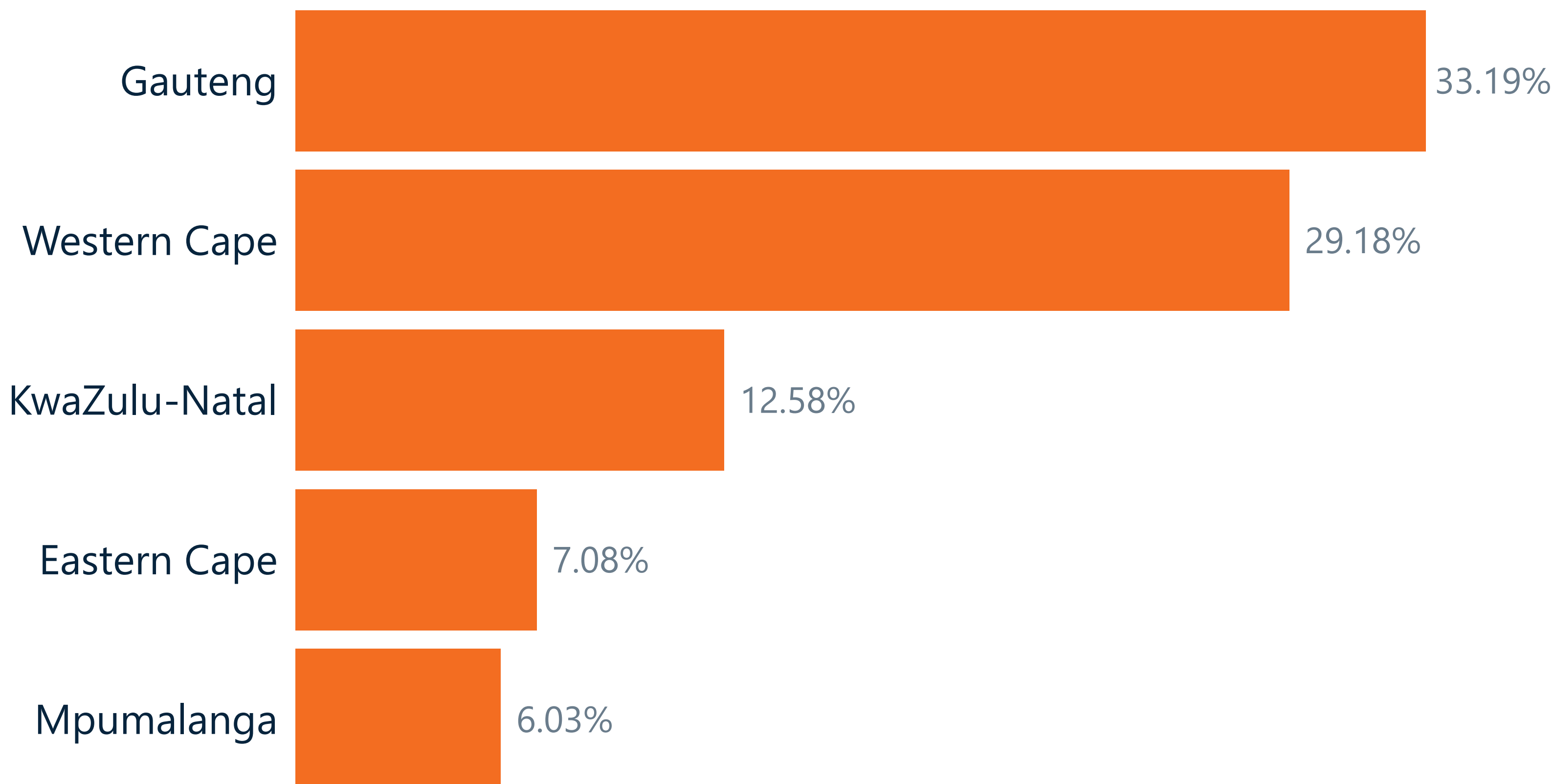
Hard-to-Fill

14.16%

% job opportunities that are "hard-to-fill"

Top 5 Provinces

by percentage of job opportunities



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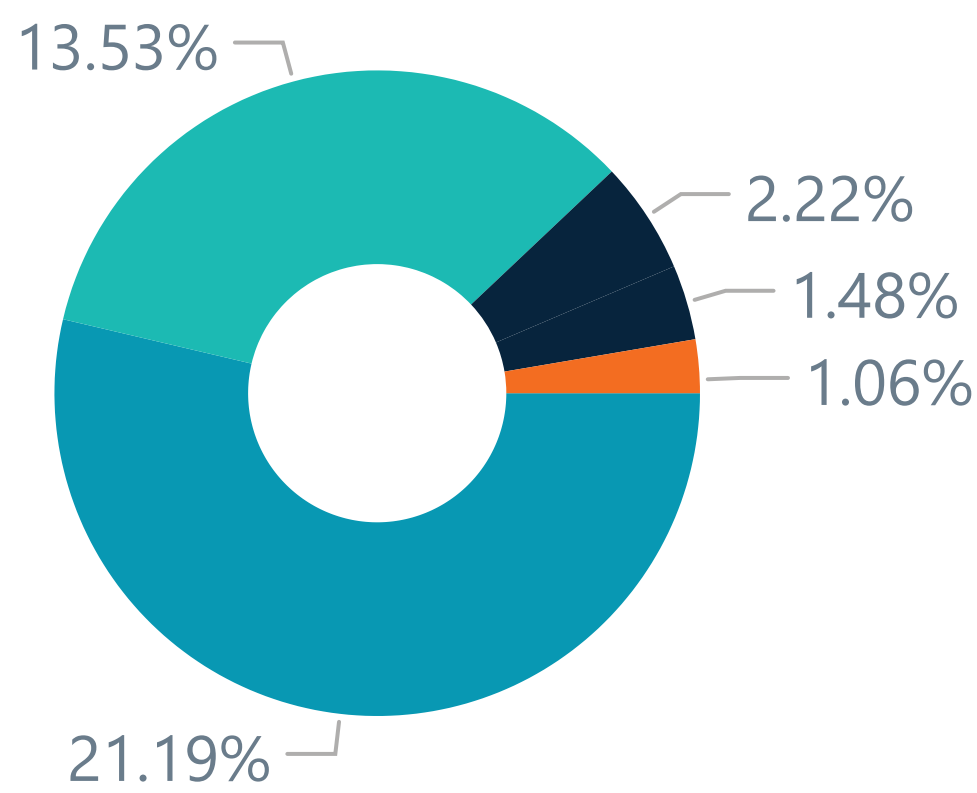
Top 5 Industries

by percentage of job opportunities

Administrative and support activities	23.89%
Wholesale and retail trade	9.51%
Professional, scientific and technical activities	8.03%
Manufacturing	6.38%
Financial and insurance activities	6.11%

Top 5 Company Types

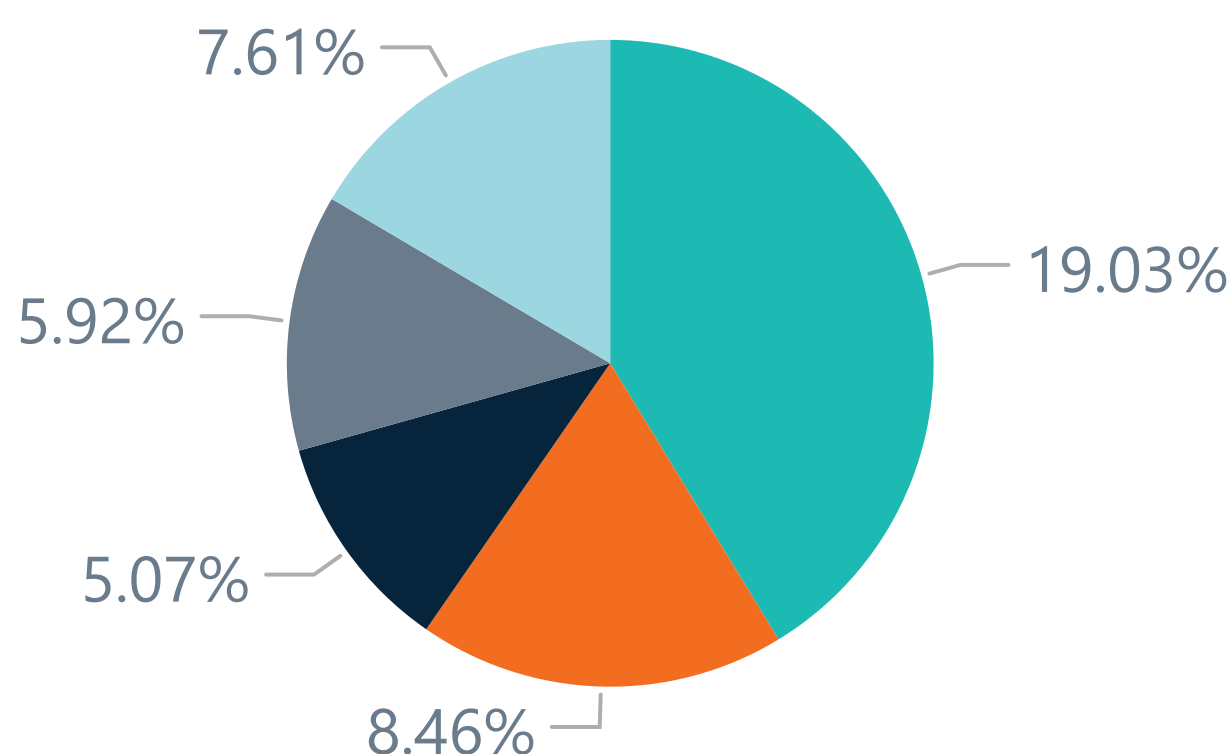
by percentage of job opportunities



- Private company
- Public company
- Government agency
- Corporation
- Sole proprietorship

Top 5 Company Sizes

by percentage of job opportunities

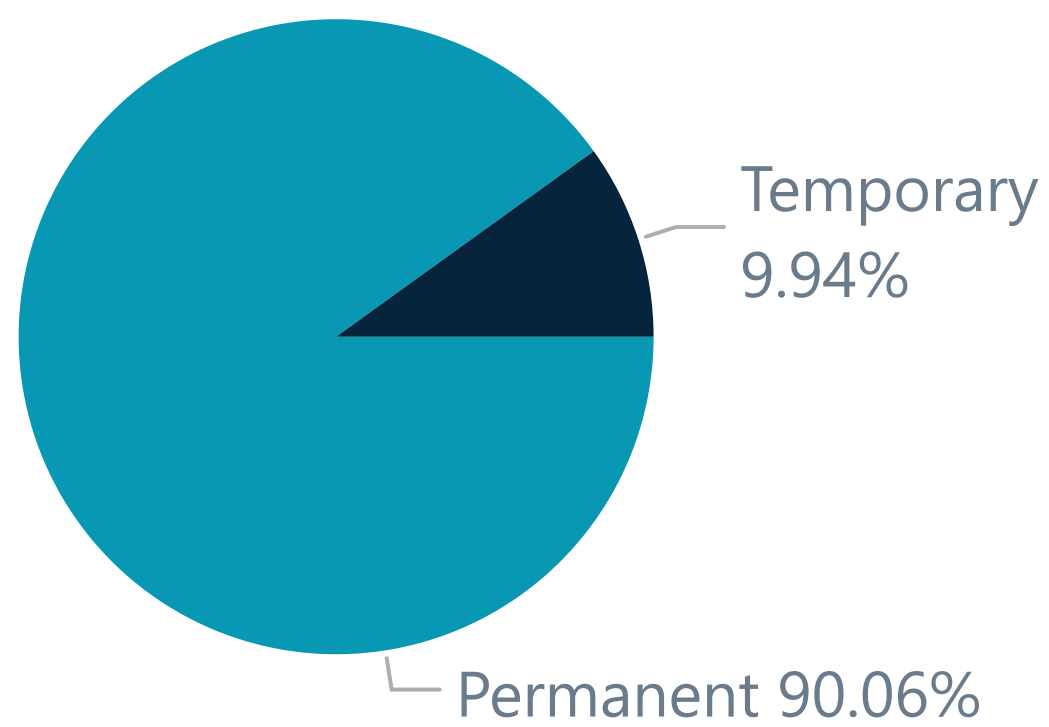


- 1 to 100
- 101 to 500
- 1,001 to 5,000
- 5,001 to 10,000
- 10,001 +

Office Clerks, General

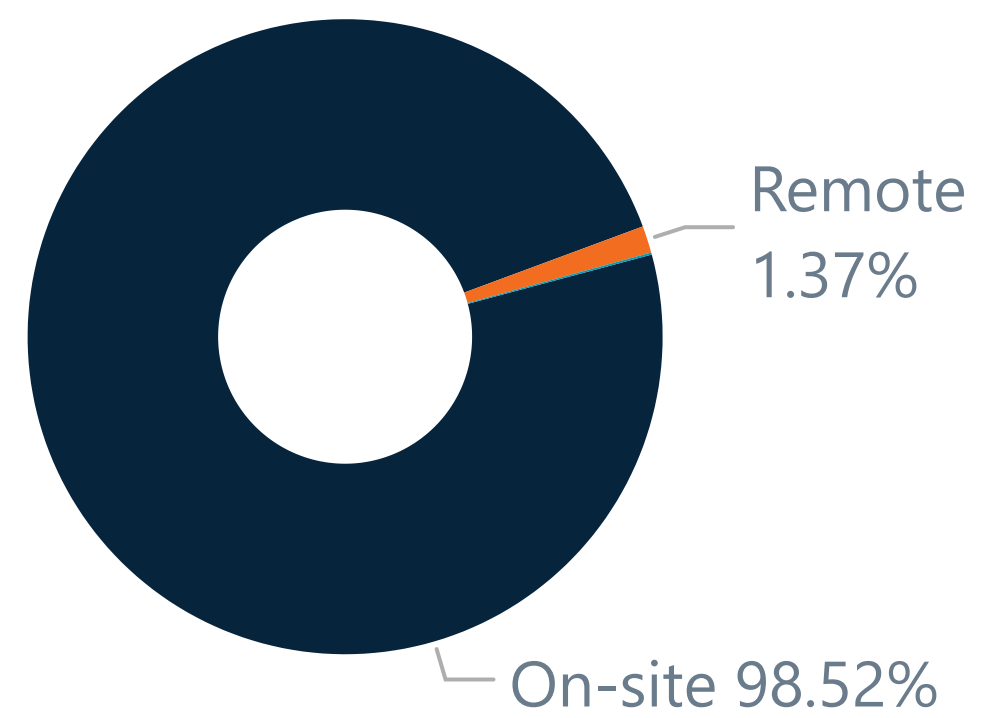
Employment Type

percentage of job opportunities



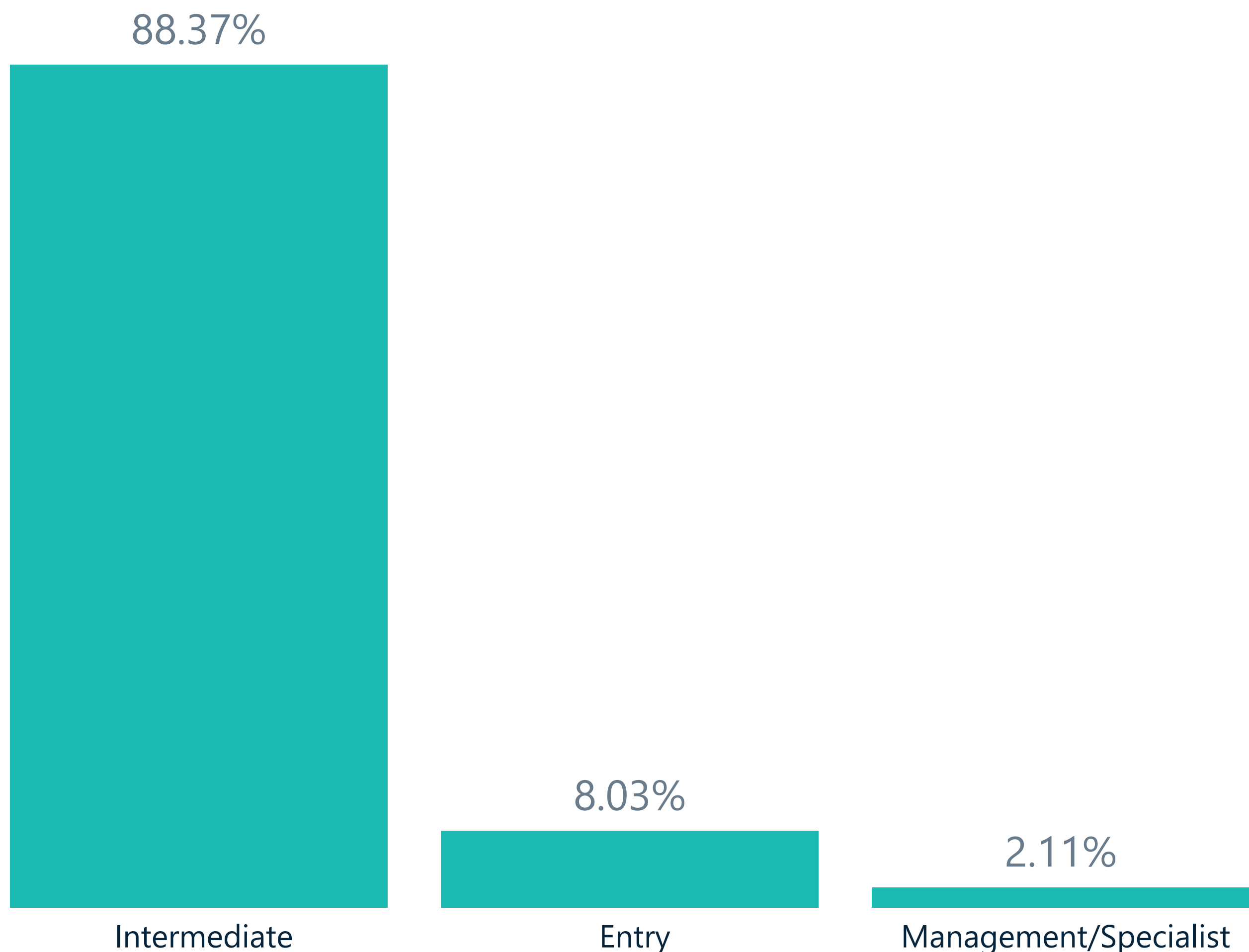
Employment Flexibility

percentage of job opportunities



Top 3 Employment Levels

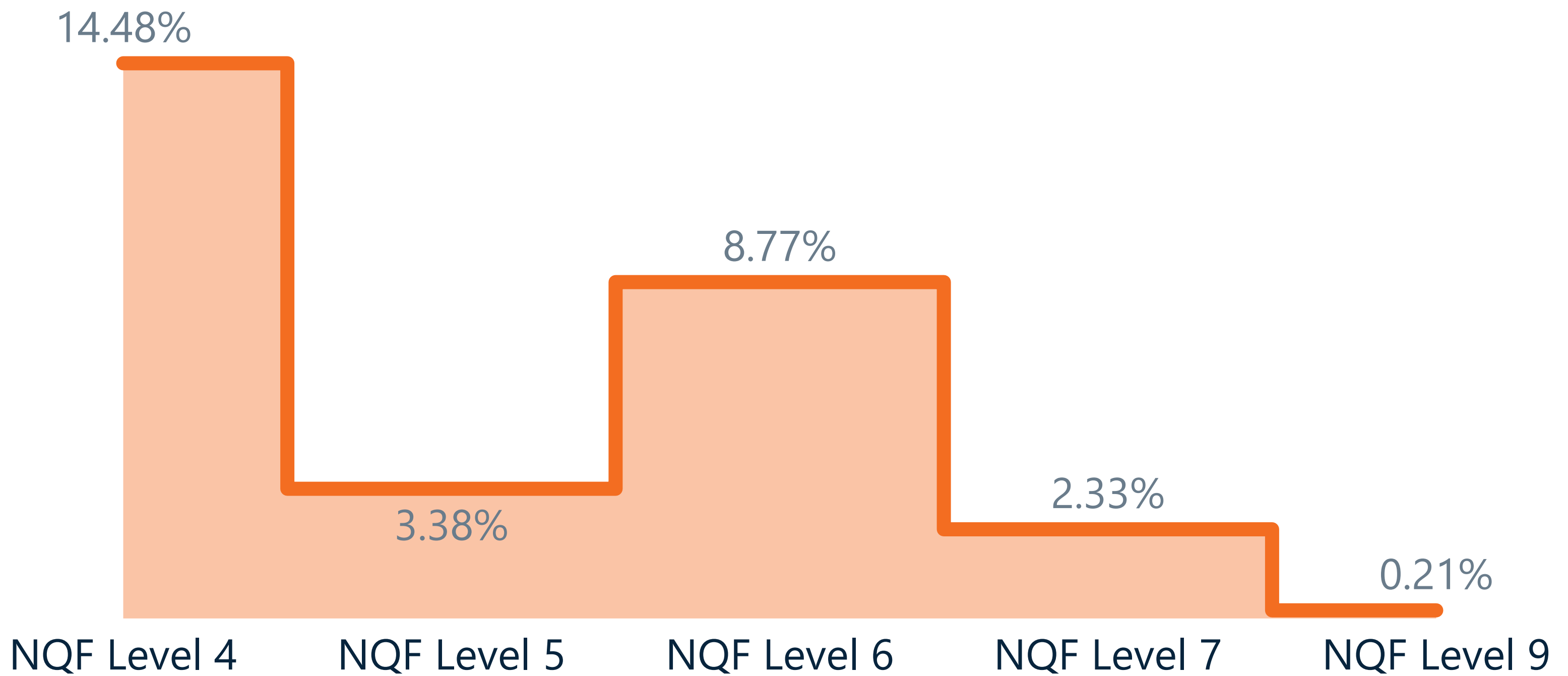
by percentage of job opportunities



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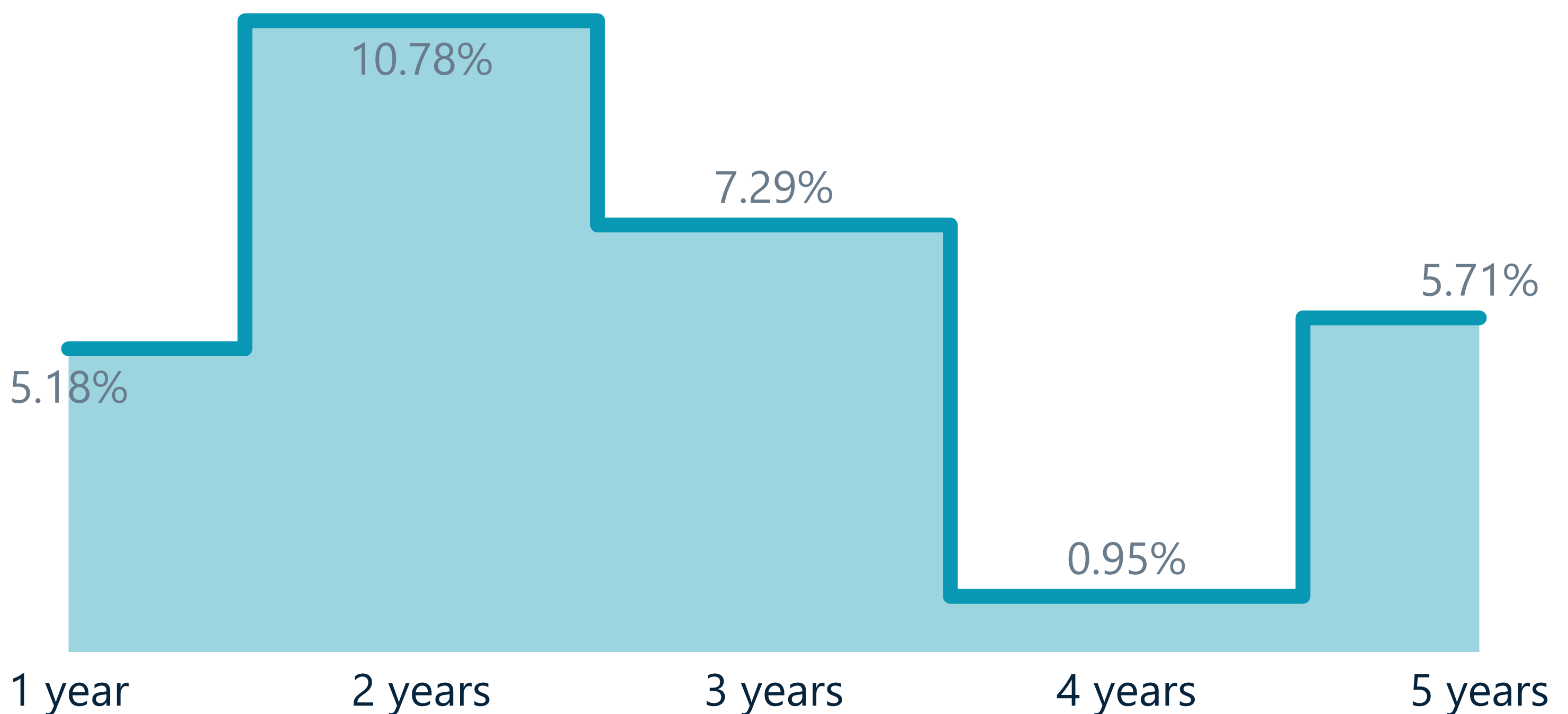
Top 5 Minimum Qualification Level

by percentage of job opportunities



Top 5 Minimum Years Experience

by percentage of job opportunities





Office Clerks, General



Top 10 Required Skills

Time Management	
Managing one's own time and the time of others.	1
Writing	
Communicating effectively in writing as appropriate for the needs of the audience.	2
Service Orientation	
Actively looking for ways to help people.	3
Coordination	
Adjusting actions in relation to others' actions.	4
Critical Thinking	
Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.	5
Instructing	
Teaching others how to do something.	6
Speaking	
Talking to others to convey information effectively.	6
Reading Comprehension	
Understanding written sentences and paragraphs in work-related documents.	8
Active Learning	
Understanding the implications of new information for both current and future problem-solving and decision-making.	9
Monitoring	
Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.	10
Social Perceptiveness	
Being aware of others' reactions and understanding why they react as they do.	10



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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
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.	2
Computers and Electronics	
Circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.	3
Administrative	
Administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.	4
English Language	
The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.	5



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Top 10 Required Technology Skills

Internet browser software	
Google	1
Google Chrome	6
Spreadsheet software	
Microsoft Excel	2
Word processing software	
Microsoft Word	3
Database user interface and query software	
Front Desk	4
Instant messaging software	
WhatsApp	5
Instagram	6
Web page creation and editing software	
Facebook	6
Instagram	6
Document management software	
Adobe Acrobat	6
Graphics or photo imaging software	
Canva	6