

## Business and Administrative Services Career Field In-Demand Jobs Data

The Business and Administrative Services Career Field prepares students for careers in various business disciplines across a variety of industries important to the economic vitality of the State of Ohio. The list of careers used in the figures below can be found in the Appendix.

Figure 1.

### Projected Growth of Business and Administrative Services Jobs in Ohio (2031)

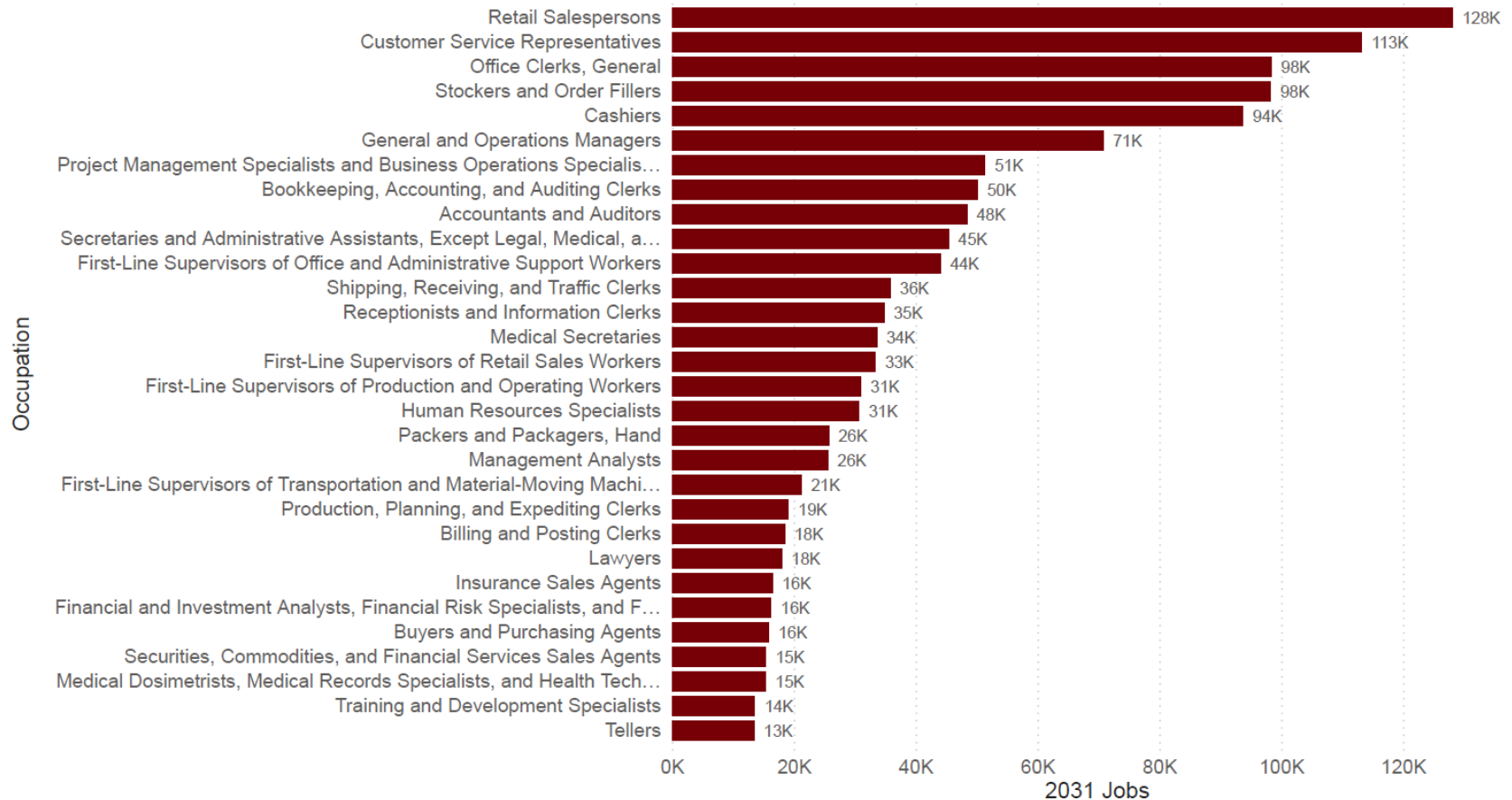


Figure 1 shows the highest in-demand occupations projected for 2031 in the Business and Administrative Services career field, with Retail Salesperson topping the list with almost 128,000 jobs in Ohio in 2031.

Figure 2.

## Projected Growth of Business and Administrative Services Jobs in Ohio (2021-2031)

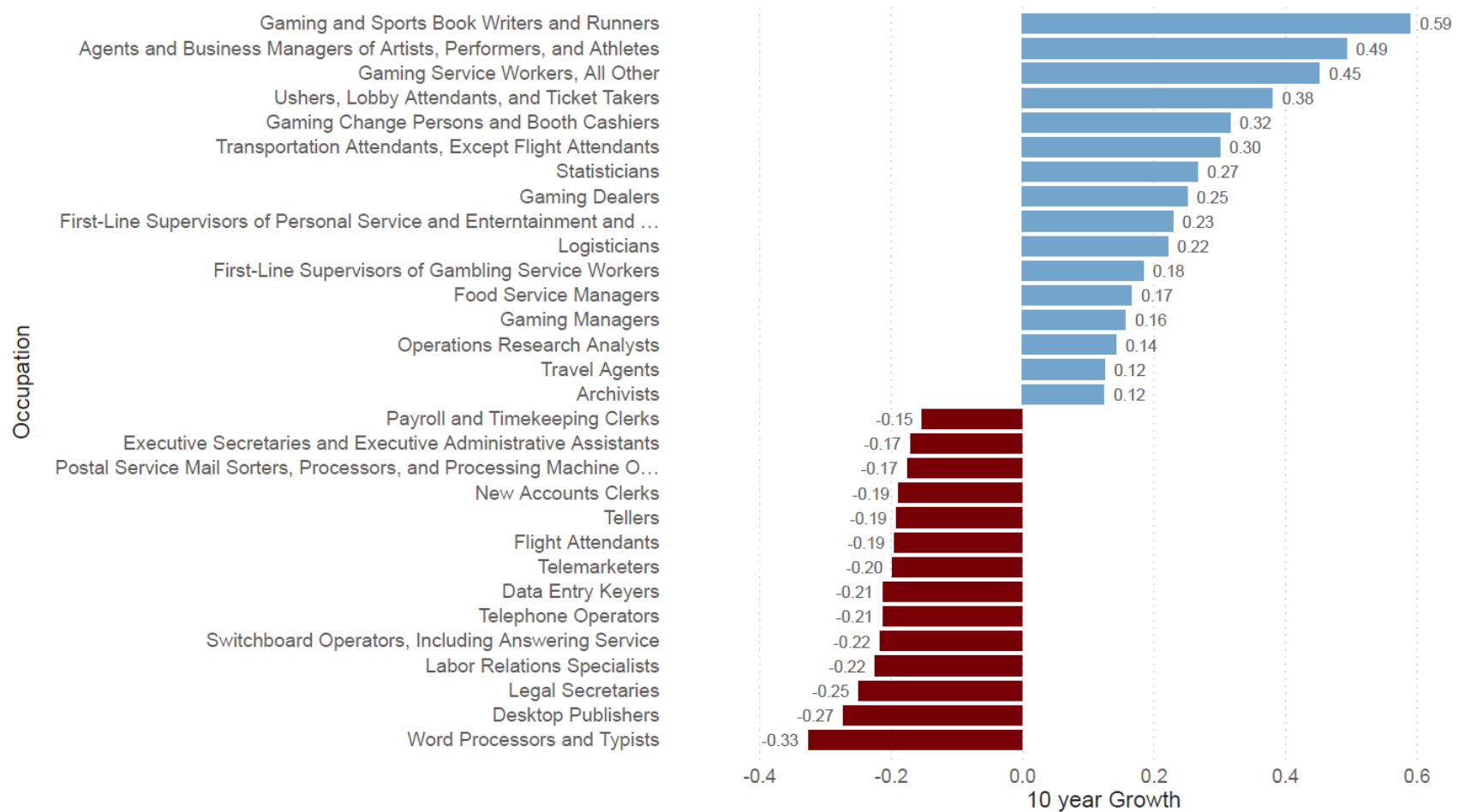


Figure 2 demonstrates the projected growth over the next ten years as a percentage. The blue represents positive growth, with the highest projected growth of 59% in Gaming and Sports Book Writers and Runners. The red represents negative growth or a decrease in the number of jobs, with the greatest expected decrease in Word Processors and Typists.

Figure 3.

## Top Companies for Business and Administrative Services Jobs in Ohio

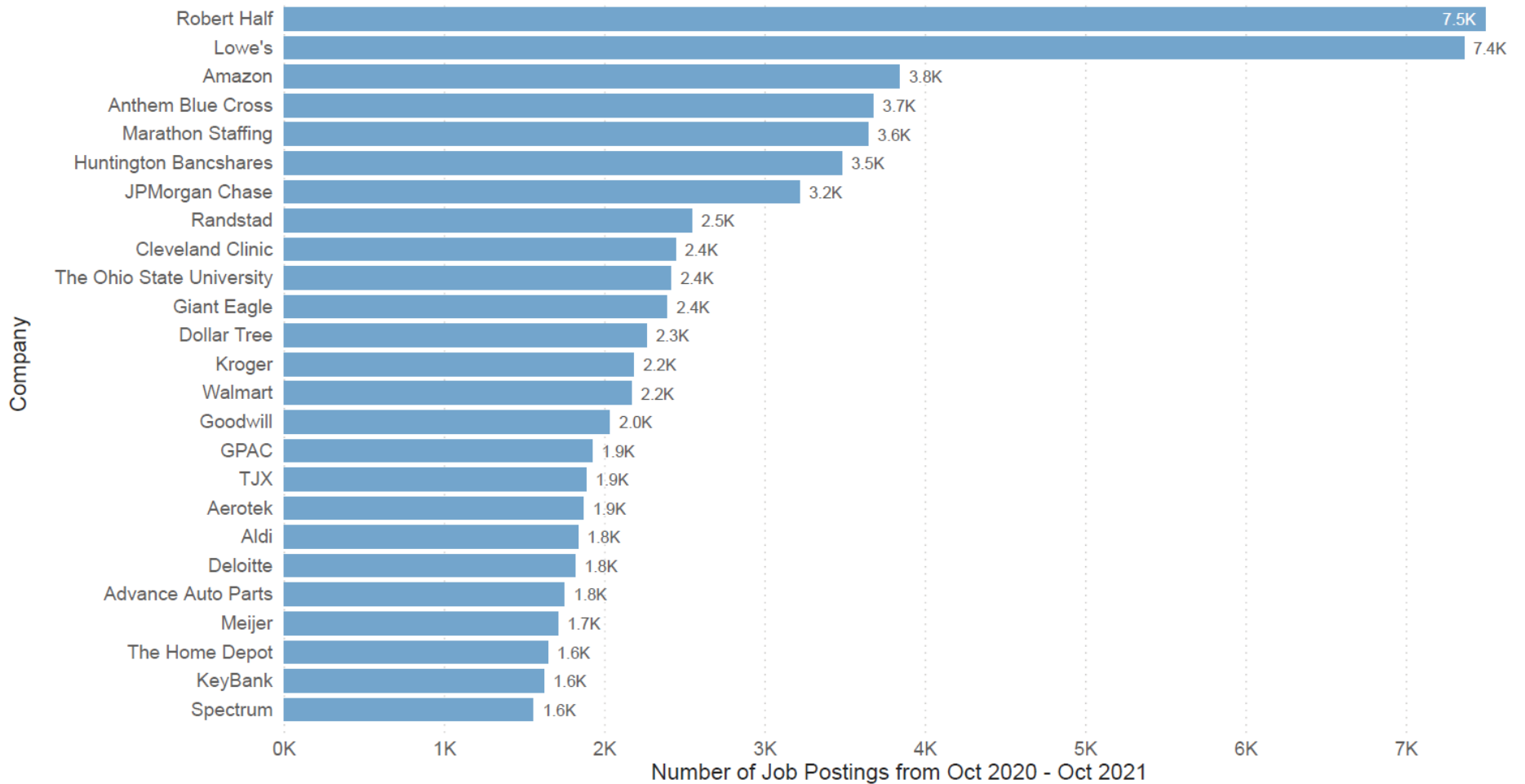


Figure 3 shows the top companies hiring in the Business and Administrative Services career field over a one-year period (October 2020-October 2021). There was a total of 483,346 business job postings during this time period, with the highest number from Robert Half at 7,500.

Figure 4.

## Demand and Supply of Business and Administrative Services Jobs in Ohio

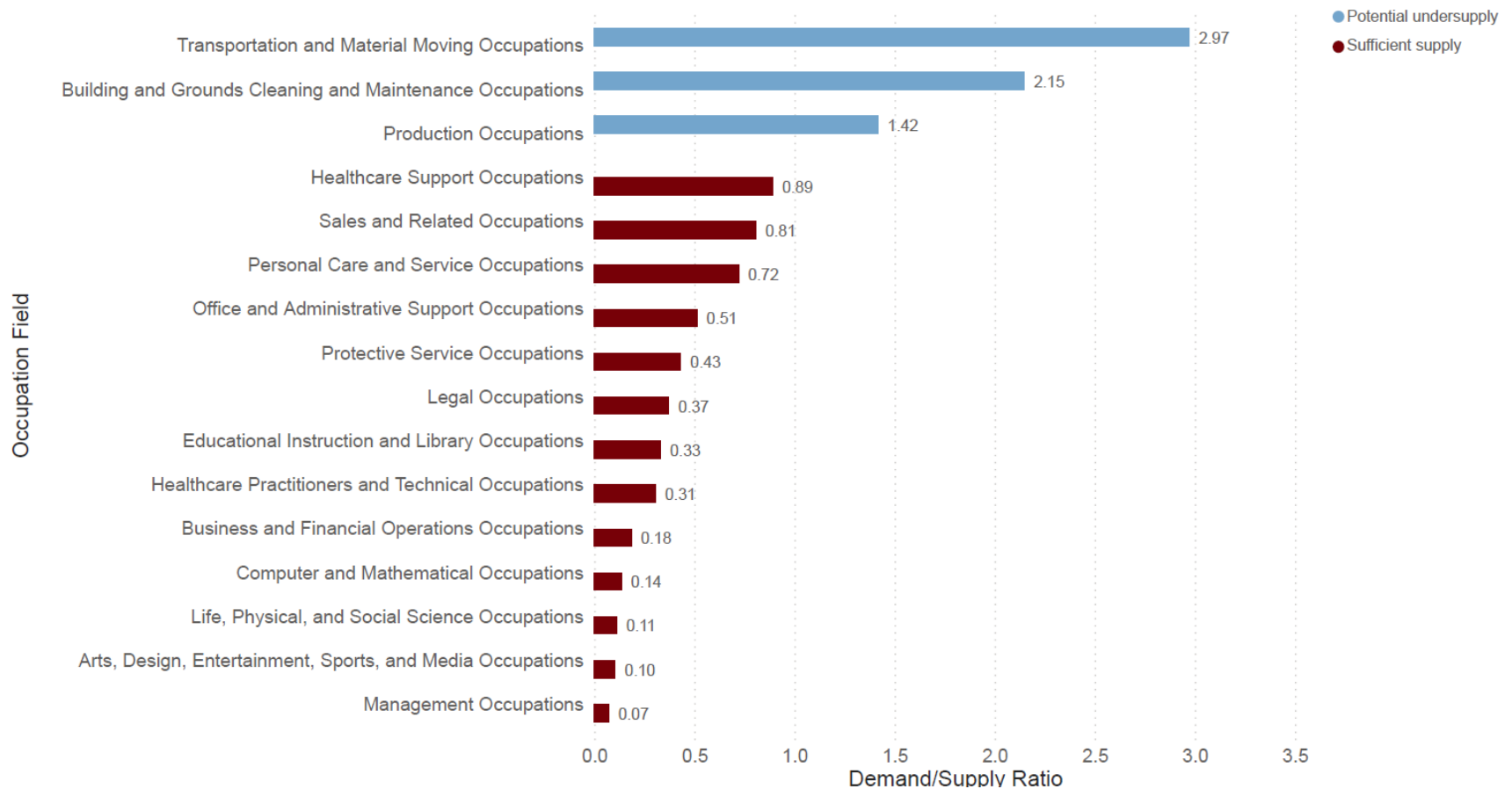


Figure 4 shows the demand and supply ratio for different areas in the career field. The ratio is calculated using the formula, job openings divided by the sum of graduates and those unemployed in the field [Ratio= Openings/(Graduates+Unemployed)]. A ratio of one or greater demonstrates a potential undersupply and less than one shows a sufficient supply. Transportation and Material Moving, Building and Grounds Cleaning and Maintenance and Production Occupations are in potential undersupply.

Figure 5.

## Demand for Hard Skills in Business and Administrative Services Jobs in Ohio

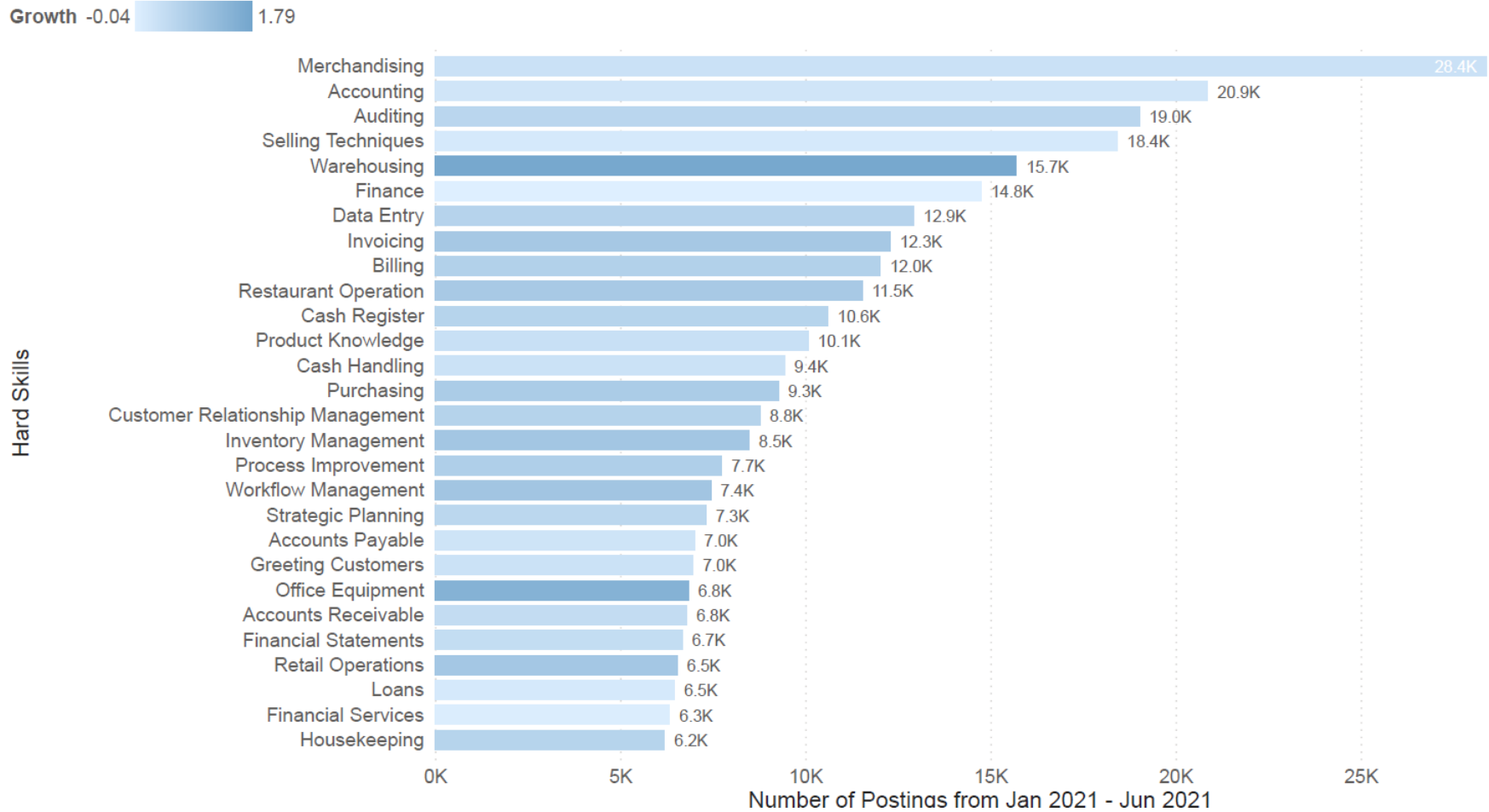


Figure 5 shows the top 28 in-demand hard skills employers are looking for in business jobs, with the top skill being Merchandising. Additionally, the darker blue demonstrates skills that have seen a greater increase in demand from 2017 to 2021. The greatest increase in demand is in Warehousing at 173%.

Figure 6.

## Demand for Soft Skills in Business and Administrative Services Jobs in Ohio

Growth 0.04 2.25

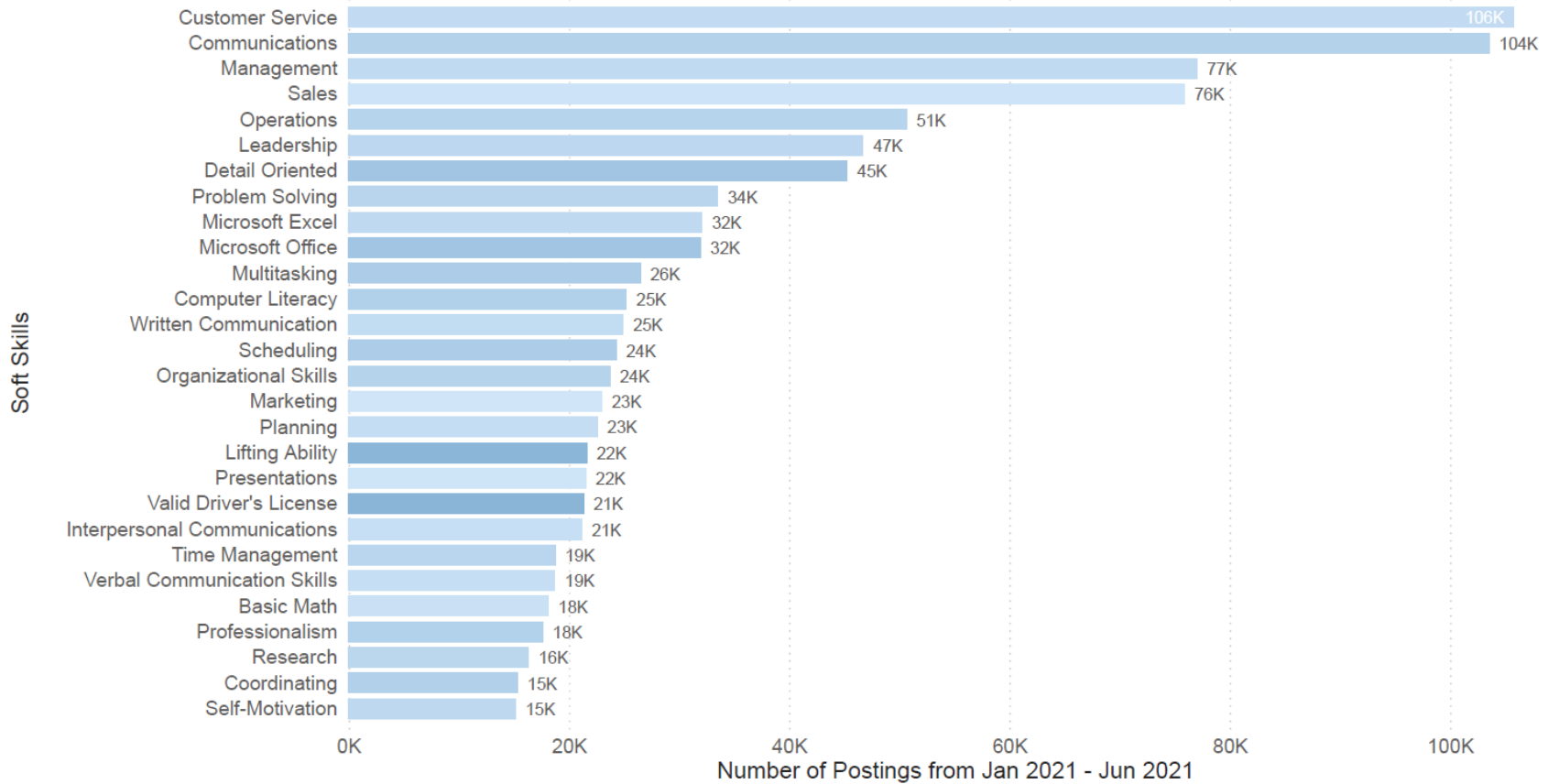


Figure 6 shows the top 28 in-demand soft skills employers are looking for in business jobs. The top skill is customer service, which appeared in over 106,000 job postings between January 2021 and June 2021. Additionally, the darker blue demonstrates skills that have seen a greater increase in demand from 2017 to 2021. The greatest increase in demand is in Valid Driver's License at 178%.

## Appendix.

Standard Occupation Classification (SOC)	Occupation
11-1011	Chief Executives
11-1021	General and Operations Managers
11-2011	Advertising and Promotions Managers
11-2021	Marketing Managers
11-2022	Sales Managers
11-2031	Public Relations and Fundraising Managers
11-3011	Administrative Services Managers
11-3021	Computer and Information Systems Managers
11-3051	Industrial Production Managers
11-3061	Purchasing Managers
11-3071	Transportation, Storage, and Distribution Managers
11-3111	Compensation and Benefits Managers
11-3121	Human Resources Managers
11-3131	Training and Development Managers
11-9051	Food Service Managers
11-9071	Gaming Managers
11-9081	Lodging Managers
11-9141	Property, Real Estate, and Community Association Managers
13-1011	Agents and Business Managers of Artists, Performers, and Athletes
13-1028	Buyers and Purchasing Agents
13-1031	Claims Adjusters, Examiners, and Investigators
13-1041	Compliance Officers
13-1051	Cost Estimators
13-1071	Human Resources Specialists
13-1075	Labor Relations Specialists
13-1081	Logisticians
13-1111	Management Analysts

13-1121	Meeting, Convention, and Event Planners
13-1131	Fundraisers
13-1141	Compensation, Benefits, and Job Analysis Specialists
13-1151	Training and Development Specialists
13-1198	Project Management Specialists and Business Operations Specialists, All Other
13-2011	Accountants and Auditors
13-2041	Credit Analysts
13-2071	Credit Counselors
13-2072	Loan Officers
13-2082	Tax Preparers
13-2098	Financial and Investment Analysts, Financial Risk Specialists, and Financial Specialists, All Other
15-1241	Computer Network Architects
15-1245	Database Administrators and Architects
15-2031	Operations Research Analysts
15-2041	Statisticians
19-3011	Economists
23-1011	Lawyers
23-1012	Judicial Law Clerks
23-2011	Paralegals and Legal Assistants
23-2093	Title Examiners, Abstractors, and Searchers
25-4011	Archivists
25-9021	Farm and Home Management Advisors
27-3031	Public Relations Specialists
27-3092	Court Reporters and Simultaneous Captioners
29-2098	Medical Dosimetrists, Medical Records Specialists, and Health Technologists and Technicians, All Other
31-9094	Medical Transcriptionists
33-9031	Gaming Surveillance Officers and Gaming Investigators
37-1011	First-Line Supervisors of Housekeeping and Janitorial Workers
39-1013	First-Line Supervisors of Gambling Service Workers
39-1098	First-Line Supervisors of Personal Service and Entertainment and Recreation Workers, Except Gambling Services



39-3011	Gaming Dealers
39-3012	Gaming and Sports Book Writers and Runners
39-3019	Gaming Service Workers, All Other
39-3031	Ushers, Lobby Attendants, and Ticket Takers
39-6012	Concierges
41-1011	First-Line Supervisors of Retail Sales Workers
41-1012	First-Line Supervisors of Non-Retail Sales Workers
41-2011	Cashiers
41-2012	Gaming Change Persons and Booth Cashiers
41-2031	Retail Salespersons
41-3011	Advertising Sales Agents
41-3021	Insurance Sales Agents
41-3031	Securities, Commodities, and Financial Services Sales Agents
41-3041	Travel Agents
41-9011	Demonstrators and Product Promoters
41-9021	Real Estate Brokers
41-9022	Real Estate Sales Agents
41-9041	Telemarketers
41-9091	Door-to-Door Sales Workers, News and Street Vendors, and Related Workers
43-1011	First-Line Supervisors of Office and Administrative Support Workers
43-2011	Switchboard Operators, Including Answering Service
43-2021	Telephone Operators
43-3011	Bill and Account Collectors
43-3021	Billing and Posting Clerks
43-3031	Bookkeeping, Accounting, and Auditing Clerks
43-3041	Gaming Cage Workers
43-3051	Payroll and Timekeeping Clerks
43-3061	Procurement Clerks
43-3071	Tellers
43-3099	Financial Clerks, All Other

43-4011	Brokerage Clerks
43-4031	Court, Municipal, and License Clerks
43-4041	Credit Authorizers, Checkers, and Clerks
43-4051	Customer Service Representatives
43-4061	Eligibility Interviewers, Government Programs
43-4071	File Clerks
43-4081	Hotel, Motel, and Resort Desk Clerks
43-4111	Interviewers, Except Eligibility and Loan
43-4121	Library Assistants, Clerical
43-4131	Loan Interviewers and Clerks
43-4141	New Accounts Clerks
43-4151	Order Clerks
43-4161	Human Resources Assistants, Except Payroll and Timekeeping
43-4171	Receptionists and Information Clerks
43-4181	Reservation and Transportation Ticket Agents and Travel Clerks
43-4199	Information and Record Clerks, All Other
43-5011	Cargo and Freight Agents
43-5021	Couriers and Messengers
43-5032	Dispatchers, Except Police, Fire, and Ambulance
43-5041	Meter Readers, Utilities
43-5051	Postal Service Clerks
43-5052	Postal Service Mail Carriers
43-5053	Postal Service Mail Sorters, Processors, and Processing Machine Operators
43-5061	Production, Planning, and Expediting Clerks
43-5071	Shipping, Receiving, and Traffic Clerks
43-5111	Weighers, Measurers, Checkers, and Samplers, Recordkeeping
43-6011	Executive Secretaries and Executive Administrative Assistants
43-6012	Legal Secretaries
43-6013	Medical Secretaries
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

43-9021	Data Entry Keyers
43-9022	Word Processors and Typists
43-9031	Desktop Publishers
43-9041	Insurance Claims and Policy Processing Clerks
43-9051	Mail Clerks and Mail Machine Operators, Except Postal Service
43-9061	Office Clerks, General
43-9071	Office Machine Operators, Except Computer
43-9111	Statistical Assistants
43-9199	Office and Administrative Support Workers, All Other
51-1011	First-Line Supervisors of Production and Operating Workers
53-1041	Aircraft Cargo Handling Supervisors
53-1047	First-Line Supervisors of Transportation and Material-Moving Machine Workers, Except Aircraft Cargo Handling Supervisors
53-2031	Flight Attendants
53-6041	Traffic Technicians
53-6051	Transportation Inspectors
53-6061	Transportation Attendants, Except Flight Attendants
53-7064	Packers and Packagers, Hand
53-7065	Stockers and Order Fillers
53-7199	Material Moving Workers, All Other