

CAREER PATHS IN BUSINESS SERVICES IN SW/SC MN

1-2 YEAR COLLEGE DEGREE

Bookkeeping, Accounting, & Auditing Clerk
\$17.45

Business Operation Specialist
\$24.60

Loan Officer
\$34.68

Sales Representative
\$28.55

Human Resources Specialist
\$17.62

4-YEAR OR MORE COLLEGE DEGREE AND/OR EQUIVALENT EXPERIENCE

Accountant & Auditor
\$28.74

Financial Manager
\$48.10

Financial Advisor
\$37.55

Training & Development Specialist
\$26.62

Human Resources Manager
\$40.51

Marketing Manager
\$48.42

Sales Manager
\$43.91

General & Operations Manager
\$33.94

HIGH SCHOOL DIPLOMA OR GED / ON-THE-JOB-TRAINING

Customer Service Representative
\$16.14

General Office Clerk
\$15.70

Receptionist & Information Clerk
\$13.29

Secretary & Administrative Assistant
\$17.95

WHY CHOOSE A CAREER IN BUSINESS?

- It is a practical choice
- It is easier to switch to a different job mid-career
- Business careers can offer more opportunities for advancement
- Earn a great income
- Opportunities exist in all industries

These jobs are in demand in Southwest and South Central Minnesota and these are SW/SC Minnesota Median wages. Data collected from Department of Employment and Economic Development.

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<https://www.careeronestop.org/>

CAREER PATHS IN BUSINESS SERVICES

4-YEAR OR MORE COLLEGE DEGREE AND/OR EQUIVALENT EXPERIENCE

Financial Manager \$48.10 Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.

Accountant & Auditor \$28.74 Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others.

Financial Advisor \$37.55 Advise clients on financial plans using knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate. Duties include assessing clients' assets, liabilities, cash flow, insurance coverage, tax status, and financial objectives.

Training & Development Specialist \$26.62 Design and conduct training and development programs to improve individual and organizational performance.

Human Resources Manager \$40.51 Plan, direct, or coordinate human resources activities and staff of an organization.

Marketing Manager \$48.42 Plan, direct, or coordinate marketing policies and programs, and identify potential customers. Oversee product development or monitor trends that indicate the need for new products and services.

Sales Manager \$43.91 Plan, direct, or coordinate the actual distribution or movement of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives.

General & Operations Manager \$33.94 Plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, such as personnel, purchasing, or administrative services.

1-2 YEAR COLLEGE DEGREE

Bookkeeping, Accounting, and Auditing Clerk \$17.45 Compute, classify, and record numerical data to keep financial records complete.

Loan Officer \$34.68 Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status and payment methods.

Business Operation Specialist \$24.60 Plan, direct, or coordinate the operations of organizations.

Sales Representative \$28.55 Sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, and electronics, normally obtained from at least 2 years of post-secondary education.

Human Resources Specialist \$17.62 Screen, recruit, interview, and place workers.

HIGH SCHOOL DIPLOMA OR GED / ON-THE-JOB-TRAINING

Customer Service Representative \$16.14 Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.

General Office Clerk \$15.70 Answer telephones, bookkeeping, typing, data entry, office machine operation, and filing.

Receptionist & Information Clerk \$13.29 Provide information to the general public, customers, and visitors.

Secretary & Administrative Assistant \$17.95 Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

