Top Job Skills by Projected Employment and Demand Bucks Workforce Development Area, 2018-2028

| Sell products or services. 35,150 13,9% 4,931 13,9% 4,754 12,76% 4,754 12,76% 4,754 12,76% 4,754 12,76% 4,505 4,505 4 | Top 50 Detailed Work Activities, 2018-2028 | 2028 Employment | Percent of Annual Demand | Annual Demand |
|--|--|--------------------|--------------------------------|------------------|
| Clean work areas. 32,540 12.7% 4,505 Calculate costs of goods or services. 31,580 12.7% 4,505 Greet customers, patrons, or visitors. 31,680 12.7% 4,505 Greet customers, patrons, or visitors. 31,680 12.7% 4,162 Answer telephones to direct calls or provide information. 30,411 11.4% 4,025 Maintain records of sales or other business transactions. 26,880 10,6% 3,738 Answer customer questions about goods or services. 25,880 10,4% 3,677 Monitor inventories of products or materials. 29,820 10,3% 3,640 Explain technical product or service information to customers. 23,880 9,7% 3,424 Record operational or production data. 24,940 9,5% 3,382 Collect deposits, payments or fees. 28,150 9,4% 3,342 Recordio perational or production statis. 20,360 8,7% 3,074 Prepare documentation for contracts, transactions, or regulatory compliance. 26,490 8,6% 3,036 Process sales or other transactions. 22,800 8,0% 2,887 Schedulte appointments. 23,570 8,0% 2,887 Respond to customer problems or complaints. 22,830 7,8% 2,799 Execute sales or other financial transactions. 22,830 7,5% 2,662 Send information, materials or documentation. 22,390 7,3% 2,593 Provide customers with general information or assistance. 13,310 7,2% 2,558 Prepare sales or other contracts. 18,700 6,7% 2,307 Prepares foods for cooking or serving. 13,550 6,5% 2,307 Purchase stocks of merchandise or supplies. 16,880 6,1% 2,147 Operate office equipment. 18,800 6,4% 2,275 Recommend products or services to sustomers. 16,890 6,2% 2,192 Advise customers on the use of products or services. 16,800 6,5% 2,307 Prepare sales or other contracts. 18,900 6,5% 2,307 Prepare foods for cooking or serving. 18,680 6,1% 2,147 Operate office equipment. 18,800 6,5% 2,905 Administer by a product in formation to determine customer needs. 15,690 5,5% 1,962 Prepares also or | Sell products or services. | 35,150 | 13.9% | 4,931 |
| Calculate costs of goods or services. 31,880 12,7% 4,503 Greet customers, patrons, or visitors. 29,200 11,7% 4,162 Answer telephones to direct calls or provide information. 30,410 11,4% 4,028 Maintain records of sales or other business transactions. 26,880 10,6% 3,738 Answer customer questions about goods or services. 25,980 10,4% 3,677 Monitor inventories of products or materials. 29,820 10,3% 3,640 Explain technical product or service information to customers. 23,880 9,7% 3,424 Record operational or production data. 24,940 9,5% 3,382 Collect deposits, payments or fees. 28,150 9,4% 3,342 Reconcile records of sales or other financial transactions. 20,360 8,7% 3,074 Prepare documentation for contracts, transactions, or regulatory compliance. 26,490 8,6% 3,03 Prosess sales or other transactions. 22,890 8,6% 3,03 Set up merchandise displays. 22,890 8,6% 2,889 Set up merchandise or o | Order materials, supplies, or equipment. | 38,810 | 13.4% | 4,754 |
| Greet customers, patrons, or visitors. 29,200 11,7% 4,162 Answer telephones to direct calls or provide information. 30,410 11,4% 4,028 Maintain records of sales or other business transactions. 26,880 10,6% 3,738 Answer customer questions about goods or services. 25,980 10,3% 3,640 Monitor inventories of products or materials. 29,620 10,3% 3,640 Explain technical product or service information to customers. 23,880 9,7% 3,424 Record operational or production data. 24,940 9,5% 3,382 Collect deposits, payments or fees. 28,150 9,4% 3,342 Reconcile records of sales or other financial transactions. 20,360 8,7% 3,074 Prepare documentation for contracts, transactions, or regulatory compliance. 26,490 8,6% 3,036 Process sales or other transactions. 22,080 8,0% 2,847 Respond to customer problems or complaints. 22,370 8,0% 2,847 Respond to customer problems or complaints. 22,890 7,5% 2,662 S | Clean work areas. | | 12.7% | 4,505 |
| Greet customers, patrons, or visitors. 29,200 11,7% 4,162 Answer telephones to direct calls or provide information. 30,410 11,4% 4,028 Maintain records of sales or other business transactions. 26,880 10,6% 3,738 Answer customer questions about goods or services. 29,880 10,4% 3,677 Monitor inventories of products or materials. 29,820 10,3% 3,640 Explain technical product or service information to customers. 23,880 9,7% 3,424 Record operational or production data. 24,940 9,5% 3,382 Collect deposits, payments or fees. 28,150 9,4% 3,342 Reconcile records of sales or other financial transactions. 20,360 8,7% 3,074 Prepare documentation for contracts, transactions, or regulatory compliance. 26,490 8,6% 3,036 Process sales or other transactions. 22,090 8,0% 2,847 Respond to customer problems or complaints. 22,370 8,0% 2,827 Respond to customer problems or complaints. 22,890 7,5% 2,662 S | Calculate costs of goods or services. | | 12.7% | |
| Answer telephones to direct calls or provide information. Aliantain records of sales or other business transactions. 26,880 10,6% 3,738 Answer customer questions about goods or services. 25,980 10,4% 3,677 Monitor inventories of products or materials. 29,820 10,3% 3,640 Explain technical product or service information to customers. 23,880 9,7% 3,424 Record operational or production data. 20,980 9,5% 3,382 Reconcile records of sales or other financial transactions. 28,150 9,4% 3,342 Reconcile records of sales or other financial transactions. 20,360 8,7% 3,074 Prepare documentation for contracts, transactions, or regulatory compliance. 26,490 8,6% 3,036 Process sales or other transactions. 29,208 8,0% 2,847 Schedule appointments. 20,360 8,7% 3,074 Respond to customer problems or complaints. 22,208 8,0% 2,847 Schedule appointments. 22,890 7,5% 2,662 Send information, materials or documentation. 22,890 7,5% 2,662 Send information, materials or documentation. 22,390 7,3% 2,558 Prepare sales or other financial transactions. 22,890 7,5% 2,662 Send information, materials or documentation or assistance. 13,310 7,2% 2,558 Prepare sales or other contracts. Prepare solds for cooking or serving. 13,550 6,5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6,5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6,5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6,5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6,5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6,5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6,5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6,5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6,5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6,5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6,5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6,5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6,5% 2,307 Purchase stocks of mer | | | 11.7% | |
| Maintain records of sales or other business transactions. 26,880 10.4% 3,738 Answer customer questions about goods or services. 25,980 10.4% 3,677 Monitor inventories of products or materials. 29,820 10.3% 3,640 Explain technical product or service information to customers. 23,880 9.7% 3,342 Record operational or production data. 24,940 9.5% 3,342 Reconcile records of sales or other financial transactions. 28,150 9.4% 3,342 Reconcile records of sales or other financial transactions. 26,490 8.6% 3,036 Process sales or other transactions. 22,080 8.6% 3,036 Set up merchandise displays. 22,080 8.0% 2,847 Schedule appointments. 23,570 8.0% 2,827 Respond to customer problems or complaints. 22,830 7.6% 2,709 Execute sales or other financial transactions. 22,690 7.5% 2,662 Send information, materials or documentation. 22,390 7.3% 2,593 Projucte sales or other contracts. | | | 11.4% | |
| Answer customer questions about goods or services. Answer customer questions about goods or services. 29,820 10.3% 3,640 Explain technical product or service information to customers. 23,880 9,7% 3,424 Record operational or production data. 24,940 9,5% 3,342 Reconcile records of sales or other financial transactions. 28,150 9,4% 3,342 Reconcile records of sales or other financial transactions. 20,360 8,7% 3,074 Prepare documentation for contracts, transactions, or regulatory compliance. 26,490 8,6% 3,036 Process sales or other transactions. 21,080 8, | | | | |
| Monitor inventories of products or materials. 29,820 10.3% 3,640 Explain technical product or service information to customers. 23,880 9,7% 3,424 Record operational or production data. 24,940 9,5% 3,382 Collect deposits, payments or fees. 29,150 9,4% 3,342 Reconcile records of sales or other financial transactions. 20,360 8,7% 3,074 Prepare documentation for contracts, transactions, or regulatory compliance. 26,490 8,6% 3,036 Process sales or other transactions. 22,080 8,0% 2,847 Set up merchandise displays. 22,080 8,0% 2,847 Schedule appointments. 23,570 8,0% 2,847 Respond to customer problems or complaints. 22,890 7,5% 2,662 Execute sales or other financial transactions. 22,890 7,3% 2,563 Product us stance of the financial transactions. 22,890 7,3% 2,662 Send information materials or documentation. 22,390 7,3% 2,553 Propate office coult as services or contracts. <t< td=""><td>Answer customer questions about goods or services.</td><td></td><td></td><td></td></t<> | Answer customer questions about goods or services. | | | |
| Explain technical product or service information to customers. 23,880 9,7% 3,424 Record operational or production data. 24,940 9,5% 3,382 Collect deposits, payments or fees. 28,150 9,4% 3,342 Reconcile records of sales or other financial transactions. 20,360 8,7% 3,074 Prepare documentation for contracts, transactions, or regulatory compliance. 26,490 8,6% 3,036 Process sales or other transactions. 18,930 8,2% 2,898 Set up merchandise displays. 22,080 8,0% 2,847 Schedule appointments. 23,570 8,0% 2,847 Schedule appointments or complaints. 22,830 7,6% 2,709 Execute sales or other financial transactions. 22,690 7,5% 2,662 Send information, materials or documentation. 22,990 7,3% 2,593 Provide customers with general information or assistance. 13,310 7,2% 2,558 Prepare sales or other contracts. 18,700 6,7% 2,364 Prepare foods for cooking or serving. 13,550 6,5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6,5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6,5% 2,306 Clean food preparation areas, facilities, or equipment. 18,880 6,1% 2,147 Compile data or documentation. 17,910 5,7% 2,033 Serve food or beverages. 16,890 6,2% 2,192 Advise customers on the use of products or services. 16,890 6,2% 2,192 Advise customers on the use of products or services. 16,890 6,2% 2,192 Advise customer or product information to determine customer needs. 15,420 5,7% 2,024 Estimate costs or terms of sales. 15,010 5,6% 1,963 Cather customer or product information to determine customer needs. 15,420 5,7% 2,024 Estimate costs or terms of sales. 15,910 5,5% 1,962 Prepare employee work schedules. 16,860 5,5% 1,962 Prepare employee work sc | | | | |
| Record operational or production data. 24,940 9,5% 3,342 Collect deposits, payments or fees. 28,150 9,4% 3,342 Reconcile records of sales or other financial transactions. 20,360 8,7% 3,074 Prepare documentation for contracts, transactions, or regulatory compliance. 26,490 8,6% 3,036 Process sales or other transactions. 22,080 8,0% 2,848 Set up merchandise displays. 22,080 8,0% 2,847 Respond to customer problems or complaints. 22,830 7,6% 2,709 Execute sales or other financial transactions. 22,890 7,5% 2,662 Send information 22,390 7,3% 2,583 Provide customers with general information or assistance. 13,310 7,2% 2,558 Prepare sales or other contracts. 18,700 6,7% 2,364 Prepare sales or other contracts. 18,700 6,7% 2,364 Prepare loods for cooking or serving. 18,000 6,5% 2,307 Purchase stocks of merchandise or supplies. 18,000 6,5% 2 | | | | |
| Collect deposits, payments or fees. 28,150 9,4% 3,342 Reconcile records of sales or other financial transactions. 20,360 8,7% 3,074 Prepare documentation for contracts, transactions, or regulatory compliance. 26,490 8,6% 3,036 Process sales or other transactions. 22,898 8,288 2,888 Set up merchandise displays. 22,830 7,6% 2,709 Schedule appointments. 23,570 8,0% 2,827 Respond to customer problems or complaints. 22,830 7,6% 2,709 Execute sales or other financial transactions. 22,890 7,3% 2,558 Send information, materials or documentation. 22,390 7,3% 2,558 Prepare sales or other contracts. 13,310 7,2% 2,558 Prepare foods for cooking or serving. 13,550 6,5% 2,307 Purchase stocks of merchandise or supplies. 18,700 6,7% 2,364 Prepare foods for cooking or serving. 13,550 6,5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6,5% < | | | | |
| Reconcile records of sales or other financial transactions. 20,360 8.7% 3,074 Prepare documentation for contracts, transactions, or regulatory compliance. 26,490 8.6% 3,036 Process sales or other transactions. 18,930 8.2% 2,888 Set up merchandise displays. 22,080 8.0% 2,847 Schedule appointments. 23,570 8.0% 2,827 Respond to customer problems or complaints. 22,830 7.6% 2,709 Execute sales or other financial transactions. 22,890 7.5% 2,662 Send information, materials or documentation. 22,390 7.3% 2,593 Provide customers with general information or assistance. 13,310 7.2% 2,558 Prepare sales or other contracts. 18,700 6.7% 2,307 Purchase stocks of merchandise or supplies. 18,010 6.5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6.5% 2,307 Recommend products or services to customers. 16,890 6.2% 2,192 Advise customers on the use of products or services. | | | | |
| Prepare documentation for contracts, transactions, or regulatory compliance. 26,490 8.6% 3,036 Process sales or other transactions. 18,930 8.2% 2,898 Set up merchandise displays. 22,080 8.0% 2,847 Schedule appointments. 22,570 8.0% 2,827 Respond to customer problems or complaints. 22,830 7.5% 2,662 Send information, materials or documentation. 22,890 7.5% 2,662 Send information, materials or documentation. 22,390 7.3% 2,558 Prepare sales or other contracts. 18,700 6.7% 2,364 Prepare foods for cooking or serving. 13,550 6.5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6.5% 2,306 Clean food preparation areas, facilities, or equipment. 13,400 6.4% 2,275 Recommend products or services to customers. 16,890 6.2% 2,192 Advise customers on the use of products or services. 16,880 6.1% 2,135 Compile data or documentation. 17,910 5.7% | | | | |
| Process sales or other transactions. 18,930 8.2% 2,888 Set up merchandise displays. 22,080 8.0% 2,847 Schedule appointments. 22,570 8.0% 2,827 Respond to customer problems or complaints. 22,830 7.6% 2,709 Execute sales or other financial transactions. 22,890 7.5% 2,662 Send information, materials or documentation. 22,390 7.3% 2,593 Provide customers with general information or assistance. 13,310 7.2% 2,558 Prepare sales or other contracts. 18,700 6.7% 2,364 Prepare foods for cooking or serving. 13,550 6.5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6.5% 2,306 Clean food preparation areas, facilities, or equipment. 18,010 6.5% 2,307 Recommend products or services to customers. 16,880 6.1% 2,147 Recommend products or services to customers. 18,810 6.0% 2,135 Coperate office equipment. 18,810 6.0% 2,135 | Prepare documentation for contracts, transactions, or regulatory compliance. | | | |
| Set up merchandise displays. 22,080 8.0% 2,847 Schedule appointments. 23,570 8.0% 2,827 Respond to customer problems or complaints. 22,830 7.6% 2,709 Execute sales or other financial transactions. 22,890 7.5% 2,662 Send information materials or documentation. 22,390 7.3% 2,558 Prepare sales or other contracts. 13,310 7.2% 2,558 Prepare sods for cooking or serving. 18,500 6.7% 2,364 Prepare foods for cooking or serving. 18,500 6.5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6.5% 2,306 Clean food preparation areas, facilities, or equipment. 13,400 6.4% 2,275 Recommend products or services to customers. 16,880 6.1% 2,147 Operate office equipment. 18,810 6.0% 2,135 Compile data or documentation. 17,910 5.7% 2,025 Arrange delivery of goods or services. 15,420 5.7% 2,025 Arrange deliver | | | | |
| Schedule appointments. 23,570 8.0% 2,827 Respond to customer problems or complaints. 22,830 7.6% 2,709 Execute sales or other financial transactions. 22,690 7.5% 2,662 Send information, materials or documentation. 22,390 7.3% 2,593 Provide customers with general information or assistance. 13,310 7.2% 2,558 Prepare sales or other contracts. 18,700 6.7% 2,364 Prepare foods for cooking or serving. 13,550 6.5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6.5% 2,306 Clean food preparation areas, facilities, or equipment. 13,400 6.4% 2,275 Recommend products or services to customers. 16,880 6.1% 2,142 Operate office equipment. 18,810 6.0% 2,135 Compile data or documentation. 17,910 5.7% 2,033 Serve food or beverages. 11,650 5.7% 2,025 Arrange delivery of goods or services. 15,420 5.7% 2,025 < | Set up merchandise displays. | | | |
| Respond to customer problems or complaints. 22,830 7,6% 2,709 Execute sales or other financial transactions. 22,690 7,5% 2,662 Send information, materials or documentation. 22,390 7,3% 2,558 Propair customers with general information or assistance. 13,310 7,2% 2,558 Prepare sales or other contracts. 18,700 6,7% 2,364 Prepare foods for cooking or serving. 13,550 6,5% 2,306 Purchase stocks of merchandise or supplies. 18,010 6,5% 2,306 Clean food preparation areas, facilities, or equipment. 13,400 6,4% 2,275 Recommend products or services to customers. 16,890 6,2% 2,192 Advise customers on the use of products or services. 16,880 6,1% 2,147 Operate office equipment. 18,810 6,0% 2,135 Compile data or documentation. 17,910 5,7% 2,025 Arrange delivery of goods or services. 15,600 5,7% 2,025 Arrange delivery of goods or services. 15,610 5,6% | | | | |
| Execute sales or other financial transactions. 22,690 7.5% 2,662 Send information, materials or documentation. 22,390 7.3% 2,593 Provide customers with general information or assistance. 13,310 7.2% 2,558 Prepare sales or other contracts. 18,700 6.7% 2,364 Prepare foods for cooking or serving. 13,550 6.5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6.5% 2,307 Clean food preparation areas, facilities, or equipment. 13,400 6.4% 2,275 Recommend products or services to customers. 16,890 6.2% 2,192 Advise customers on the use of products or services. 16,880 6.1% 2,147 Operate office equipment. 18,810 6.0% 2,135 Compile data or documentation. 17,910 5.7% 2,025 Arrange delivery of goods or services. 11,650 5.7% 2,025 Arrange delivery of goods or services. 15,420 5.7% 2,025 Estimate costs or terms of sales. 15,010 5.6% 1,983 | | | | |
| Send information, materials or documentation. 22,390 7.3% 2,593 Provide customers with general information or assistance. 13,310 7.2% 2,558 Prepare sales or other contracts. 18,700 6.7% 2,364 Prepare foods for cooking or serving. 13,550 6.5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6.5% 2,307 Clean food preparation areas, facilities, or equipment. 13,400 6.4% 2,275 Recommend products or services to customers. 16,890 6.2% 2,192 Advise customers on the use of products or services. 16,880 6.1% 2,147 Operate office equipment. 18,810 6.0% 2,135 Compile data or documentation. 17,910 5.7% 2,025 Arrange delivery of goods or services. 15,420 5.7% 2,024 Atrainge delivery of goods or services. 15,420 5.7% 2,024 Estimate costs or terms of sales. 15,010 5.6% 1,983 Gather customer or product information to determine customer needs. 14,900 5.5%< | Execute sales or other financial transactions. | | | |
| Provide customers with general information or assistance. 13,310 7.2% 2,558 Prepare sales or other contracts. 18,700 6.7% 2,364 Prepare foods for cooking or serving. 13,550 6.5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6.5% 2,306 Clean food preparation areas, facilities, or equipment. 13,400 6.4% 2,275 Recommend products or services to customers. 16,890 6.2% 2,192 Advise customers on the use of products or services. 16,880 6.1% 2,147 Operate office equipment. 18,810 6.0% 2,135 Compile data or documentation. 17,910 5.7% 2,025 Arrange delivery of goods or services. 15,420 5.7% 2,025 Arrange delivery of goods or services. 15,010 5.6% 1,983 Gather customer or product information to determine customer needs. 14,900 5.5% 1,962 Process customer bills or payments. 10,530 5.5% 1,957 Prepare employee work schedules. 16,960 5.5% | | | | |
| Prepare sales or other contracts. 18,700 6.7% 2,364 Prepare foods for cooking or serving. 13,550 6.5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6.5% 2,306 Clean food preparation areas, facilities, or equipment. 13,400 6.4% 2,275 Recommend products or services to customers. 16,890 6.2% 2,192 Advise customers on the use of products or services. 16,880 6.1% 2,147 Operate office equipment. 18,810 6.0% 2,135 Compile data or documentation. 17,910 5.7% 2,033 Serve food or beverages. 11,650 5.7% 2,023 Arrange delivery of goods or services. 15,420 5.7% 2,024 Estimate costs or terms of sales. 15,010 5.6% 1,983 Gather customer or product information to determine customer needs. 14,900 5.5% 1,962 Process customer bills or payments. 10,530 5.5% 1,957 Prepare employee work schedules. 16,960 5.5% 1,942 | | | | |
| Prepare foods for cooking or serving. 13,550 6.5% 2,307 Purchase stocks of merchandise or supplies. 18,010 6.5% 2,306 Clean food preparation areas, facilities, or equipment. 13,400 6.4% 2,275 Recommend products or services to customers. 16,880 6.2% 2,192 Advise customers on the use of products or services. 16,880 6.1% 2,147 Operate office equipment. 18,810 6.0% 2,135 Compile data or documentation. 17,910 5.7% 2,023 Serve food or beverages. 11,650 5.7% 2,025 Arrange delivery of goods or services. 15,010 5.6% 1,983 Gather customer or product information to determine customer needs. 15,010 5.6% 1,983 Gather customer or product information to determine customer needs. 14,900 5.5% 1,967 Process customer bills or payments. 10,530 5.5% 1,967 Prepare employee work schedules. 16,960 5.5% 1,987 Prepare employee work schedules. 16,960 5.5% | | | | |
| Purchase stocks of merchandise or supplies. 18,010 6.5% 2,306 Clean food preparation areas, facilities, or equipment. 13,400 6.4% 2,275 Recommend products or services to customers. 16,890 6.2% 2,192 Advise customers on the use of products or services. 16,880 6.1% 2,147 Operate office equipment. 18,810 6.0% 2,135 Compile data or documentation. 17,910 5.7% 2,033 Serve food or beverages. 11,650 5.7% 2,025 Arrange delivery of goods or services. 15,420 5.7% 2,025 Arrange delivery of spayments. 15,010 5.6% 1,983 Gather customer or product information to determine customer needs. 14,900 5.5% 1,962 Process customer bills or payments. 10,530 5.5% 1,957 Prepare employee work schedules. 16,960 5.5% 1,942 Demonstrate products to consumers. 14,480 5.5% 1,933 Administer basic health care or medical treatments. 18,510 5.4% 1,905 | | | | |
| Clean food preparation areas, facilities, or equipment. 13,400 6.4% 2,275 Recommend products or services to customers. 16,890 6.2% 2,192 Advise customers on the use of products or services. 16,880 6.1% 2,147 Operate office equipment. 18,810 6.0% 2,135 Compile data or documentation. 17,910 5.7% 2,033 Serve food or beverages. 11,650 5.7% 2,024 Arrange delivery of goods or services. 15,420 5.7% 2,024 Estimate costs or terms of sales. 15,010 5.6% 1,983 Gather customer or product information to determine customer needs. 14,900 5.5% 1,962 Process customer bills or payments. 10,530 5.5% 1,952 Prepare employee work schedules. 16,960 5.5% 1,942 Demonstrate products to consumers. 14,480 5.5% 1,933 Administer basic health care or medical treatments. 18,510 5.4% 1,898 File documents or records. 15,870 5.4% 1,898 Search files, databases or reference materials to obtain needed information. 16,56 | | | | |
| Recommend products or services to customers. 16,890 6.2% 2,192 Advise customers on the use of products or services. 16,880 6.1% 2,147 Operate office equipment. 18,810 6.0% 2,135 Compile data or documentation. 17,910 5.7% 2,033 Serve food or beverages. 11,650 5.7% 2,025 Arrange delivery of goods or services. 15,420 5.7% 2,024 Estimate costs or terms of sales. 15,010 5.6% 1,983 Gather customer or product information to determine customer needs. 14,900 5.5% 1,962 Process customer bills or payments. 10,530 5.5% 1,957 Prepare employee work schedules. 16,960 5.5% 1,957 Prepare employee work schedules. 16,960 5.5% 1,942 Demonstrate products to consumers. 14,480 5.5% 1,933 Administer basic health care or medical treatments. 18,510 5.4% 1,898 Search files, databases or reference materials to obtain needed information. 16,560 5.3% 1,882 <td>··</td> <td></td> <td></td> <td></td> | ·· | | | |
| Advise customers on the use of products or services. 16,880 6.1% 2,147 Operate office equipment. 18,810 6.0% 2,135 Compile data or documentation. 17,910 5.7% 2,033 Serve food or beverages. 11,650 5.7% 2,025 Arrange delivery of goods or services. 15,420 5.7% 2,024 Estimate costs or terms of sales. 15,010 5.6% 1,983 Gather customer or product information to determine customer needs. 14,900 5.5% 1,962 Process customer bills or payments. 10,530 5.5% 1,962 Process customer bills or payments. 10,530 5.5% 1,957 Prepare employee work schedules. 16,960 5.5% 1,957 Prepare employee work schedules. 16,960 5.5% 1,942 Demonstrate products to consumers. 14,480 5.5% 1,933 Administer basic health care or medical treatments. 18,510 5.4% 1,905 File documents or records. 15,870 5.4% 1,898 Search files, databases or reference materials to obtain needed information. 16,560 5.3% | | | | |
| Operate office equipment. 18,810 6.0% 2,135 Compile data or documentation. 17,910 5.7% 2,033 Serve food or beverages. 11,650 5.7% 2,025 Arrange delivery of goods or services. 15,420 5.7% 2,024 Estimate costs or terms of sales. 15,010 5.6% 1,983 Gather customer or product information to determine customer needs. 14,900 5.5% 1,962 Process customer bills or payments. 10,530 5.5% 1,957 Prepare employee work schedules. 16,960 5.5% 1,957 Prepare employee work schedules. 16,960 5.5% 1,942 Demonstrate products to consumers. 14,480 5.5% 1,933 Administer basic health care or medical treatments. 18,510 5.4% 1,905 File documents or records. 15,870 5.4% 1,898 Search files, databases or reference materials to obtain needed information. 16,560 5.3% 1,882 Cook foods. 10,810 5.3% 1,858 Monitor work areas. | | | | |
| Compile data or documentation. 17,910 5.7% 2,033 Serve food or beverages. 11,650 5.7% 2,025 Arrange delivery of goods or services. 15,420 5.7% 2,024 Estimate costs or terms of sales. 15,010 5.6% 1,983 Gather customer or product information to determine customer needs. 14,900 5.5% 1,962 Process customer bills or payments. 10,530 5.5% 1,957 Prepare employee work schedules. 16,960 5.5% 1,957 Prepare employee work schedules. 16,960 5.5% 1,942 Demonstrate products to consumers. 14,480 5.5% 1,933 Administer basic health care or medical treatments. 18,510 5.4% 1,905 File documents or records. 15,870 5.4% 1,898 Search files, databases or reference materials to obtain needed information. 16,560 5.3% 1,877 Clean facilities or work areas. 13,090 5.2% 1,858 Monitor work areas to provide security. 13,420 5.2% 1,830 | | | | |
| Serve food or beverages. 11,650 5.7% 2,025 Arrange delivery of goods or services. 15,420 5.7% 2,024 Estimate costs or terms of sales. 15,010 5.6% 1,983 Gather customer or product information to determine customer needs. 14,900 5.5% 1,962 Process customer bills or payments. 10,530 5.5% 1,957 Prepare employee work schedules. 16,960 5.5% 1,942 Demonstrate products to consumers. 14,480 5.5% 1,933 Administer basic health care or medical treatments. 18,510 5.4% 1,905 File documents or records. 15,870 5.4% 1,898 Search files, databases or reference materials to obtain needed information. 16,560 5.3% 1,882 Cook foods. 10,810 5.3% 1,882 Clean facilities or work areas. 13,090 5.2% 1,858 Monitor work areas to provide security. 13,420 5.2% 1,830 Supervise clerical or administrative personnel. 16,010 5.1% 1,802 | | | | |
| Arrange delivery of goods or services. Estimate costs or terms of sales. Gather customer or product information to determine customer needs. Process customer bills or payments. Prepare employee work schedules. Demonstrate products to consumers. Administer basic health care or medical treatments. File documents or records. Search files, databases or reference materials to obtain needed information. Cook foods. Clean facilities or work areas. Monitor work areas to provide security. Supervise clerical or administrative personnel. Disassemble equipment for maintenance or repair. Distribute incoming mail. Proofread documents, records, or other files to ensure accuracy. Promote products, services, or programs. 15,420 5.7% 1,983 1,983 1,980 5.5% 1,982 1,983 1,881 1,890 5.2% 1,882 1,883 1,890 5.2% 1,883 1,890 5.1% 1,802 1,773 1,779 1,779 1,779 1,779 1,779 1,779 1,779 1,779 1,779 1,779 | | | | |
| Estimate costs or terms of sales. Gather customer or product information to determine customer needs. Process customer bills or payments. Prepare employee work schedules. Demonstrate products to consumers. Administer basic health care or medical treatments. File documents or records. Search files, databases or reference materials to obtain needed information. Cook foods. Clean facilities or work areas. Monitor work areas to provide security. Supervise clerical or administrative personnel. Distassemble equipment for maintenance or repair. Distribute incoming mail. Proofread documents, records, or other files to ensure accuracy. Promote products, services, or programs. 15,010 5.6% 1,983 1,962 1,963 1,960 5.5% 1,942 1,943 1,8510 5.4% 1,898 1,897 5.4% 1,898 1,877 1,801 1,802 1,779 1,779 1,779 1,779 1,779 1,779 1,779 1,779 1,779 1,779 1,779 1,779 1,779 1,775 | | | | |
| Gather customer or product information to determine customer needs. 14,900 5.5% 1,962 Process customer bills or payments. 10,530 5.5% 1,957 Prepare employee work schedules. 16,960 5.5% 1,942 Demonstrate products to consumers. 14,480 5.5% 1,933 Administer basic health care or medical treatments. 18,510 5.4% 1,905 File documents or records. 15,870 5.4% 1,898 Search files, databases or reference materials to obtain needed information. 16,560 5.3% 1,882 Cook foods. 10,810 5.3% 1,877 Clean facilities or work areas. 13,090 5.2% 1,858 Monitor work areas to provide security. 13,420 5.2% 1,830 Supervise clerical or administrative personnel. 16,010 5.1% 1,824 Disassemble equipment for maintenance or repair. 15,810 5.1% 1,808 Distribute incoming mail. 15,330 5.1% 1,802 Proofread documents, records, or other files to ensure accuracy. 15,110 5.0% 1,779 Communicate with customers to resolve complaints or ensure satisfaction. 9,490 5.0% 1,773 Promote products, services, or programs. 13,850 5.0% 1,767 | | | | |
| Process customer bills or payments. Prepare employee work schedules. Demonstrate products to consumers. Administer basic health care or medical treatments. File documents or records. Search files, databases or reference materials to obtain needed information. Cook foods. Clean facilities or work areas. Monitor work areas to provide security. Supervise clerical or administrative personnel. Disassemble equipment for maintenance or repair. Distribute incoming mail. Proofread documents, records, or other files to ensure accuracy. Communicate with customers to resolve complaints or ensure satisfaction. 10,530 5.5% 1,942 1,942 1,943 1,840 5.5% 1,942 1,840 1,840 5.2% 1,858 1,800 1,779 1,800 1,779 1,800 1,779 1,800 1,779 | | | | |
| Prepare employee work schedules. Demonstrate products to consumers. Administer basic health care or medical treatments. File documents or records. Search files, databases or reference materials to obtain needed information. Cook foods. Clean facilities or work areas. Monitor work areas to provide security. Supervise clerical or administrative personnel. Disassemble equipment for maintenance or repair. Distribute incoming mail. Proofread documents, records, or other files to ensure accuracy. Communicate with customers to resolve complaints or ensure satisfaction. Promote products, services, or programs. 11,942 12,480 13,510 14,480 5.5% 1,933 1,898 15,870 5.4% 1,898 1,898 1,877 1,809 1,800 1,779 1,800 1,779 1,800 1,779 1,779 1,779 1,779 1,779 1,779 1,779 1,779 1,779 1,779 1,779 1,779 1,779 1,779 1,779 1,779 1,779 | | | | |
| Demonstrate products to consumers. Administer basic health care or medical treatments. File documents or records. Search files, databases or reference materials to obtain needed information. Cook foods. Clean facilities or work areas. Monitor work areas to provide security. Supervise clerical or administrative personnel. Disassemble equipment for maintenance or repair. Distribute incoming mail. Proofread documents, records, or other files to ensure accuracy. Communicate with customers to resolve complaints or ensure satisfaction. Promote products, services, or programs. 14,480 5.5% 1,933 1,870 5.4% 1,898 5.3% 1,882 1,877 1,858 13,090 5.2% 1,830 5.1% 1,808 1,779 5.0% 1,779 5.0% 1,773 Promote products, services, or programs. | | | | |
| Administer basic health care or medical treatments. File documents or records. Search files, databases or reference materials to obtain needed information. Cook foods. Clean facilities or work areas. Monitor work areas to provide security. Supervise clerical or administrative personnel. Disassemble equipment for maintenance or repair. Distribute incoming mail. Proofread documents, records, or other files to ensure accuracy. Communicate with customers to resolve complaints or ensure satisfaction. Promote products, services, or programs. 15,810 5.4% 1,898 1,898 1,898 1,877 1,858 1,809 1,800 1,779 1,800 1,779 1,779 1,779 1,779 1,779 1,779 1,779 1,779 1,779 1,779 1,779 | | | | |
| File documents or records. Search files, databases or reference materials to obtain needed information. Cook foods. Clean facilities or work areas. Monitor work areas to provide security. Supervise clerical or administrative personnel. Disassemble equipment for maintenance or repair. Distribute incoming mail. Proofread documents, records, or other files to ensure accuracy. Communicate with customers to resolve complaints or ensure satisfaction. Promote products, services, or programs. 15,870 5.4% 1,898 1,898 1,877 1,809 5.2% 1,830 5.1% 1,808 1,779 1,779 1,779 1,779 1,779 1,773 1,773 1,773 | | | | |
| Search files, databases or reference materials to obtain needed information. Cook foods. Clean facilities or work areas. Monitor work areas to provide security. Supervise clerical or administrative personnel. Disassemble equipment for maintenance or repair. Distribute incoming mail. Proofread documents, records, or other files to ensure accuracy. Communicate with customers to resolve complaints or ensure satisfaction. Promote products, services, or programs. 10,810 5.3% 1,882 1,877 13,090 5.2% 1,830 5.1% 1,824 1,808 15,330 5.1% 1,802 1,779 1,779 1,779 1,779 1,773 1,773 1,773 | File documents or records. | | | |
| Cook foods. 10,810 5.3% 1,877 Clean facilities or work areas. 13,090 5.2% 1,858 Monitor work areas to provide security. 13,420 5.2% 1,830 Supervise clerical or administrative personnel. 16,010 5.1% 1,824 Disassemble equipment for maintenance or repair. 15,810 5.1% 1,808 Distribute incoming mail. 15,330 5.1% 1,802 Proofread documents, records, or other files to ensure accuracy. 15,110 5.0% 1,779 Communicate with customers to resolve complaints or ensure satisfaction. 9,490 5.0% 1,773 Promote products, services, or programs. 13,850 5.0% 1,767 | Search files, databases or reference materials to obtain needed information. | | 5.3% | |
| Clean facilities or work areas. Monitor work areas to provide security. Supervise clerical or administrative personnel. Disassemble equipment for maintenance or repair. Distribute incoming mail. Proofread documents, records, or other files to ensure accuracy. Communicate with customers to resolve complaints or ensure satisfaction. Promote products, services, or programs. 13,090 5.2% 1,858 1,830 5.1% 1,802 1,779 1,779 1,779 1,779 1,773 1,773 1,773 1,775 | Cook foods. | | | |
| Monitor work areas to provide security. 13,420 5.2% 1,830 Supervise clerical or administrative personnel. 16,010 5.1% 1,824 Disassemble equipment for maintenance or repair. 15,810 5.1% 1,808 Distribute incoming mail. 15,330 5.1% 1,802 Proofread documents, records, or other files to ensure accuracy. 15,110 5.0% 1,779 Communicate with customers to resolve complaints or ensure satisfaction. 9,490 5.0% 1,773 Promote products, services, or programs. 13,850 5.0% 1,767 | Clean facilities or work areas. | | | |
| Supervise clerical or administrative personnel. 16,010 5.1% 1,824 Disassemble equipment for maintenance or repair. 15,810 5.1% 1,808 Distribute incoming mail. 15,330 5.1% 1,802 Proofread documents, records, or other files to ensure accuracy. 15,110 5.0% 1,779 Communicate with customers to resolve complaints or ensure satisfaction. 9,490 5.0% 1,773 Promote products, services, or programs. 13,850 5.0% 1,767 | Monitor work areas to provide security. | | | |
| Disassemble equipment for maintenance or repair. 15,810 5.1% 1,808 Distribute incoming mail. 15,330 5.1% 1,802 Proofread documents, records, or other files to ensure accuracy. 15,110 5.0% 1,779 Communicate with customers to resolve complaints or ensure satisfaction. 9,490 5.0% 1,773 Promote products, services, or programs. 13,850 5.0% 1,767 | | | | |
| Distribute incoming mail. 15,330 5.1% 1,802 Proofread documents, records, or other files to ensure accuracy. 15,110 5.0% 1,779 Communicate with customers to resolve complaints or ensure satisfaction. 9,490 5.0% 1,773 Promote products, services, or programs. 13,850 5.0% 1,767 | Disassemble equipment for maintenance or repair. | | | |
| Proofread documents, records, or other files to ensure accuracy. 15,110 5.0% 1,779 Communicate with customers to resolve complaints or ensure satisfaction. 9,490 5.0% 1,773 Promote products, services, or programs. 13,850 5.0% 1,767 | Distribute incoming mail. | | | |
| Communicate with customers to resolve complaints or ensure satisfaction. 9,490 5.0% 1,773 Promote products, services, or programs. 13,850 5.0% 1,767 | | | | |
| Promote products, services, or programs. 13,850 5.0% 1,767 | | | | |
| | | | | |
| · / · · · · · · · · · · · · · · · · · · | | | | |
| Confer with coworkers to coordinate work activities. 15,980 5.0% 1,754 | | | | |

Detailed Work Activity - types of specific job behaviors or duties particular to an occupation.

Data are ranked by percent of annual demand where employment change was positive between 2018 and 2028.

For the entire list of job skills and further job skills information go to the following link: www.workstats.dli.pa.gov/Products/ProjectedJobSkills/

Data Sources: CWIA Occupational Employment Projections, 2018-2028

 $\hbox{U.S. Department of Labor's Occupational Information Network (O*NET) Database} \\$



Top Job Skills by Projected Employment and Demand Bucks Workforce Development Area, 2018-2028

| Top 50 Tools & Technologies, 2018-2028 | 2028 Employment | Percent of Annual Demand | Annual Demand |
|---|--------------------|--------------------------------|------------------|
| Spreadsheet software | 199,580 | 64.1% | 22,715 |
| Office suite software | 194,530 | 62.2% | 22,032 |
| Data base user interface and query software | 180,740 | 58.4% | 20,683 |
| Word processing software | 186,110 | 58.1% | 20,585 |
| Personal computers | 171,120 | 54.2% | 19,192 |
| Electronic mail software | 165,800 | 51.0% | 18,065 |
| Desktop computers | 157,320 | 49.8% | 17,650 |
| Operating system software | 131,390 | 43.0% | 15,251 |
| Internet browser software | 130,800 | 39.4% | 13,968 |
| Presentation software | 123,410 | 37.3% | 13,223 |
| Enterprise resource planning ERP software | 120,300 | 36.9% | 13,060 |
| Project management software | 119,740 | 36.1% | 12,806 |
| Notebook computers | 124,410 | 36.0% | 12,751 |
| Accounting software | 103,520 | 33.8% | 11,978 |
| Web page creation and editing software | 89,620 | 30.1% | 10,650 |
| Desktop publishing software | 82,870 | 27.7% | 9,809 |
| Document management software | 86,810 | 27.1% | 9,598 |
| Calendar and scheduling software | 85,830 | 26.1% | 9,264 |
| Video creation and editing software | 82,700 | 24.8% | 8,803 |
| Graphics or photo imaging software | 81,460 | 24.8% | 8,783 |
| Medical software | 77,970 | 23.8% | 8,448 |
| Customer relationship management CRM software | 75,040 | 23.7% | 8,401 |
| Scanners | 74,980 | 22.5% | 7,963 |
| Point of sale POS software | 54,860 | 22.0% | 7,801 |
| Video conferencing software | 72,270 | 21.9% | 7,769 |
| Laser printers | 69,740 | 21.0% | 7,427 |
| Instant messaging software | 58,420 | 20.8% | 7,358 |
| Analytical or scientific software | 75,150 | 20.2% | 7,154 |
| Human resources software | 65,290 | 20.0% | 7,087 |
| Computer aided design CAD software | 63,300 | 20.0% | 7,070 |
| Cash registers | 45,670 | 19.7% | 6,985 |
| Screwdrivers | 58,200 | 19.7% | 6,982 |
| Photocopiers | 62,110 | 18.2% | 6,441 |
| Desktop communications software | 53,870 | 16.7% | 5,924 |
| Bar code reader equipment | 41,600 | 16.5% | 5,862 |
| Magnetic stripe readers and encoders | 40,460 | 16.5% | 5,841 |
| Inventory management software | 52,700 | 16.5% | 5,834 |
| Laser fax machine | 54,250 | 16.4% | 5,804 |
| Personal digital assistant PDAs or organizers | 53,500 | 16.4% | 5,801 |
| Information retrieval or search software | 57,060 | 16.1% | 5,708 |
| Adjustable wrenches | 47,670 | 16.0% | 5,663 |
| Ladders | 44,390 | 15.4% | 5,451 |
| Forklifts | 46,030 | 15.3% | 5,416 |
| Financial analysis software | 50,090 | 14.9% | 5,264 |
| Special purpose telephones | 44,450 | 14.7% | 5,212 |
| Hammers | 41,710 | 14.4% | 5,084 |
| Point of sale POS terminal | 34,430 | 14.0% | 4,977 |
| Time accounting software | 49,450 | 14.0% | 4,977 |
| Adjustable widemouth pliers | 40,230 | 13.6% | 4,812 |
| Tape measures | 40,610 | 13.5% | 4,766 |

Tools & Technologies - Machines, equipment, tools, and information technologies that one could be expected to use in a particular occupation.

Data are ranked by percent of annual demand where employment change was positive between 2018 and 2028.

For the entire list of job skills and further job skills information go to the following link: www.workstats.dli.pa.gov/Products/ProjectedJobSkills/

Data Sources: CWIA Occupational Employment Projections, 2018-2028

U.S. Department of Labor's Occupational Information Network (O*NET) Database

