



GULF COAST REGION

Business Management and Administration Cluster

Entry- Level Employee Wage	Experienced Employee Wage	Expected Number of Annual Job Openings
----------------------------	---------------------------	--

Less Than High School

Stock Clerks & Order Fillers (ST OJT)	\$17,425	\$30,140	1,460
---------------------------------------	----------	----------	-------

High School Diploma or Equivalent

Secretaries & Administrative Assistants, Ex. Legal, Medical, & Executive (ST OJT)	\$22,418	\$40,606	1,710
First-Line Supervisors of Office & Administrative Support Workers (Exp)	\$36,089	\$70,446	1,335
Bookkeeping, Accounting, & Auditing Clerks (MT OJT)	\$25,127	\$46,427	1,125
Medical Secretaries (MT OJT)	\$24,938	\$36,544	1,025
Receptionists & Information Clerks (ST OJT)	\$19,289	\$31,042	660
Business Operations Specialists, All Other	\$49,306	\$120,360	630
Driver/Sales Workers (ST OJT)	\$17,284	\$32,634	395
Executive Secretaries & Executive Administrative Assistants (Exp)	\$39,514	\$63,143	355
Managers, All Other (Exp)	\$75,735	\$165,987	335
Purchasing Agents, Ex. Wholesale, Retail, & Farm Products (LT OJT)	\$40,086	\$82,195	275
Payroll & Timekeeping Clerks (MT OJT)	\$26,449	\$47,486	200
File Clerks (ST OJT)	\$20,615	\$36,852	110
Library Assistants, Clerical (ST OJT)	\$17,582	\$27,462	110
Human Resources Assistants, Ex. Payroll & Timekeeping (ST OJT)	\$27,956	\$44,745	95
Information & Record Clerks, All Other (ST OJT)	\$20,930	\$39,897	90
Legal Secretaries (MT OJT)	\$36,633	\$61,676	75
Data Entry Keyers (MT OJT)	\$19,973	\$33,665	65
Mail Clerks & Mail Machine Operators, Ex. Postal Service (ST OJT)	\$18,089	\$34,023	40
Couriers & Messengers (ST OJT)	\$19,975	\$33,646	35

Bachelor's Degree

General & Operations Managers (Exp)	\$58,905	\$170,318	2,075
Accountants & Auditors	\$48,133	\$98,837	1,660
Management Analysts (Exp)	\$56,031	\$138,435	375
Human Resources Specialists	\$38,519	\$80,704	365
Financial Managers (Exp)	\$84,107	\$176,944	350
Administrative Services Managers (Exp)	\$62,529	\$130,401	245
Medical & Health Services Managers	\$63,957	\$132,812	245
Chief Executives (Exp)	\$152,467	NA	115
Human Resources Managers (Exp)	\$78,862	\$148,903	105
Operations Research Analysts	\$55,584	\$96,964	80
Purchasing Managers (Exp)	\$80,686	\$164,181	65
Compensation, Benefits, & Job Analysis Specialists	\$44,354	\$81,054	60
Budget Analysts	\$47,458	\$95,766	45
Fundraisers	\$36,184	\$67,917	40
PR & Fundraising Managers (Exp)	\$75,611	\$171,435	35

Doctoral or Professional Degree

Business Teachers, Postsecondary	\$62,616	\$139,343	50
Economics Teachers, Postsecondary	\$51,799	\$140,486	10

(Exp) Experience required

(ST OJT) Short-term on-the-job training

(MT OJT) Moderate-term on-the-job training

(LT OJT) Long-term on-the-job training

For additional career planning information
visit www.wrksolutions.com



Workforce Solutions is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas Numbers: 1-800-735-2989 (TDD) 1-800-735-2988 (voice) or 711