

# Business & Professional Services



## CAREER PATHWAYS

Problem solvers, strategists, people who are money-minded – they are all needed in professional and business services. Diverse and exciting professional jobs call for out-of-the-box ideas, whether you are a big picture thinker, or you like to fine-tune the details. There are a number of avenues you can pursue including a career in finance, operations and sales.



Source: Department of Economic Opportunity, Labor Market Statistics Center, Florida's Great Northwest, FLDOE, and CareerSource. Average Hourly Wage Rate and Education requirements are compiled from local employer surveys, the final education requirement and wage rate is the decision of the hiring employer

## FIRST

Requires on-the-job training, work experience, and/or a high school diploma.

| JOB                                    | AVG HOURLY RATE |
|--|-----------------|
| Customer Service Representative        | \$16.27         |
| File Clerks                            | \$14.31         |
| Secretary and Administrative Assistant | \$18.03         |

## NEXT

Requires two years of education beyond high school or on-the-job experience.

| JOB  | AVG HOURLY RATE |
|--|-----------------|
| Procurement Clerk  | \$18.98         |
| Executive Secretary and Executive Administrative Assistant | \$26.22         |
| Meeting, Convention & Event Planner                        | \$27.93         |
| Public Relations Specialist                                | \$27.55         |
| Marketing Research Analyst and Marketing Specialist        | \$33.57         |

## LATER

Requires four or more years of education beyond high school plus work experience.

| JOB                            | AVG HOURLY RATE |
|--------------------------------|-----------------|
| Public Relations Manager       | \$35.11         |
| Business Operations Specialist | \$32.65         |
| Buyer Purchasing Agent         | \$31.05         |
| Marketing Manager              | \$58.64         |

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## TRAINING PATHWAYS

### FIRST

Middle and high school career exploration or career academy programs

#### TRAINING PROGRAMS

#### INSTITUTION/SCHOOL

Marketing, Sales and Services

North Bay Haven  
A. Crawford Mosley High School  
NewHorizons Learning Center

Finance

J.R. Arnold High School

### NEXT

Certifications, technical programs or two-year degree programs

#### TRAINING PROGRAMS

#### INSTITUTION/SCHOOL

Accounting Operations  
Administrative Office Specialist

Tom P. Haney Technical College

Administrative Office Assistant  
Medical Administrative Specialist

Florida Panhandle Technical College

Business Administration

Chipola College

Advertising/Public Relations  
Business Management  
Journalism

Gulf Coast State College

### LATER

Bachelor's, master's or doctoral programs

#### TRAINING PROGRAMS

#### INSTITUTION/SCHOOL

Business/Management

Gulf Coast State College

Project Management

Embry Riddle Aeronautical University

Business Administration  
Commercial Entrepreneurship  
Professional Communication

Florida State University (Bay County)

**Important Note: Ongoing guidance from academic career advisors and supervisors throughout your education and training pathway is recommended.**

This program is supported in part through a multi-year grant from Florida Power & Light Company to the Consortium of Florida Education Foundations.

For more information, please visit  
[BayCareerPathways.com](http://BayCareerPathways.com)

