

# Business and 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 |
|--|-----------------|
| Medical Secretary and Medical Administrative Assistant | \$16.05         |
| Office Clerk   | \$16.90         |
| Customer Service Representative                        | \$14.85         |
| Payroll and Timekeeping Clerk                          | \$20.24         |

## NEXT

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

| JOB                                 | AVG HOURLY RATE |
|-------------------------------------|-----------------|
| Paralegal and Legal Assistant       | \$22.12         |
| Training and Development Specialist | \$22.35         |
| Market Research Analyst             | \$29.57         |

## LATER

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

| JOB                    | AVG HOURLY RATE |
|------------------------|-----------------|
| Financial Analyst      | \$40.22         |
| Loan Officer           | \$32.57         |
| Human Resource Manager | \$49.06         |
| Financial Manager      | \$53.59         |

# Business and Professional Services

## TRAINING PATHWAYS

### FIRST

Middle and high school career exploration or career academy programs

#### TRAINING PROGRAMS

Administrative Office Assistant  
Medical Administrative Specialist

#### INSTITUTION/SCHOOL

Florida Panhandle Technical College

### NEXT

Certifications, technical programs or two-year degree programs

#### TRAINING PROGRAMS

Medical Administrative Specialist

#### INSTITUTION/SCHOOL

Tom P. Haney Technical College

Administrative Office Assistant  
Medical Administrative Specialist

Florida Panhandle Technical College

Business Administration  
Help Desk Support Technician

Chipola College

Business Administration  
Accounting  
Economics

Gulf Coast State College

### LATER

Bachelor's, master's or doctoral programs

#### TRAINING PROGRAMS

Business/Management  
Organizational Management - Health Services

#### INSTITUTION/SCHOOL

Gulf Coast State College

Project Management

Embry Riddle Aeronautical University

Business Administration

Florida State University

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

