



Business, Management and Administration

Planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.

Accountant
Administrative Assistant/Executive
Secretary
Administrative Services Manager
Agent/Manager of Artists, Performers, or Athletes
Auditor
Billing, Cost and Rate Clerk
Billing/Posting Machine Operator
Budget Analyst
Compensation and Benefits Manager
Correspondence Clerk
Customer Service Representative
Data Entry Keyer
Employee Training Specialist
Employment Interviewer
File Clerk
General Office Clerk
General/Operations Manager
Human Resources Assistant
Human Resources Manager
Human Resources Specialist
Interpreter/Translator
Interviewing Clerk
Job Analysis Specialist
Legal Secretary
Mail Clerk/Machine Operator
Management Analyst
Medical Secretary
Messenger/Courier
Office Machine Operator
Office/Administrative Support Supervisor
Operations Researcher/Analyst
Order Clerk
Proofreader
Property Manager
Public Relations Manager
Receptionist/Information Clerk
Secretary
Shipping and Receiving Clerk
Statement Clerk
Statistical Assistant
Statistician
Switchboard Operator, Including Answering Service
Tax Preparer
Telephone Operator
Title Examiner/Abstractor/Searcher
Training and Development Manager
Word Processing Typist

Source: www.flchoices.org