

Top Job Skills by Projected Employment and Openings Berks Workforce Development Area, 2014-2024

Top 50 Detailed Work Activities, 2014-2024

	2024 Employment	Percent of Annual Openings	Annual Openings
Order materials, supplies, or equipment	28,270	15.1%	846
Calculate costs of goods or services	23,120	13.8%	772
Sell products or services	22,550	13.7%	766
Clean work areas	23,400	13.4%	750
Record operational or production data	25,820	13.2%	736
Greet customers, patrons, or visitors	19,210	10.6%	595
Monitor inventories of products or materials	20,520	10.4%	582
Clean food preparation areas, facilities, or equipment	12,830	9.7%	540
Maintain records of sales or other business transactions	15,850	9.5%	530
Serve food or beverages	12,330	9.4%	525
Cook foods	12,440	9.3%	518
Answer customer questions about goods or services	15,280	9.2%	513
Process customer bills or payments	11,230	8.6%	481
Explain technical product or service information to customers	13,990	8.6%	479
Collect deposits, payments or fees	19,230	8.5%	476
Administer basic health care or medical treatments	13,900	8.1%	454
Reconcile records of sales or other financial transactions	13,290	8.0%	447
Process sales or other transactions	11,960	7.9%	444
Prepare documentation for contracts, transactions, or regulatory compliance	19,410	7.9%	440
Arrange tables or dining areas	9,340	7.7%	433
Clean food service areas	9,530	7.7%	431
Maintain inventories of materials, equipment, or products	15,560	7.6%	426
Prepare foods for cooking or serving	10,190	7.6%	423
Provide information to coworkers	14,850	7.3%	407
Operate cranes, hoists, or other moving or lifting equipment	13,170	7.1%	399
Take customer orders	8,820	7.1%	396
Communicate with customers to resolve complaints or ensure satisfaction	8,890	7.0%	389
Stock serving stations or dining areas with food or supplies	8,220	6.7%	377
Prepare hot or cold beverages	8,440	6.6%	369
Collect dirty dishes or other tableware	7,760	6.5%	362
Load shipments, belongings, or materials	11,890	6.4%	356
Execute sales or other financial transactions	15,540	6.2%	346
Supervise employees	12,150	6.1%	343
Communicate dining or order details to kitchen personnel	7,260	6.0%	335
Respond to customer problems or complaints	12,210	6.0%	333
Explain regulations, policies, or procedures	11,880	5.9%	329
Compile data or documentation	14,570	5.9%	328
Clean tableware	8,010	5.8%	327
Maintain financial or account records	11,480	5.8%	324
Confer with coworkers to coordinate work activities	12,030	5.7%	317
Disassemble equipment for maintenance or repair	10,350	5.6%	314
Secure cargo	9,790	5.5%	308
Collect biological specimens from patients	8,900	5.4%	302
Set up merchandise displays	10,030	5.4%	301
Operate vehicles or material-moving equipment	10,590	5.3%	298
Purchase stocks of merchandise or supplies	9,990	5.3%	294
Prepare sales or other contracts	9,920	5.3%	294
Move materials, equipment, or supplies	8,680	5.1%	287
Recommend products or services to customers	9,180	5.0%	280
Advise customers on the use of products or services	8,930	5.0%	278

Detailed Work Activities - Types of specific job behaviors or duties particular to an occupation.

Data are ranked by percent of annual openings where employment change was positive between 2014 and 2024

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, 2014-2024
U.S. Department of Labor's Occupational Information Network (O*NET) Database

Top Job Skills by Projected Employment and Openings Berks Workforce Development Area, 2014-2024

Top 50 Tools & Technologies, 2014-2024	2024 Employment	Percent of Annual Openings	Annual Openings
Spreadsheet software	150,330	76.1%	4,259
Data base user interface and query software	137,490	70.8%	3,963
Personal computers	130,740	67.1%	3,752
Word processing software	132,880	65.3%	3,652
Office suite software	121,680	62.1%	3,476
Desktop computers	120,800	61.8%	3,458
Electronic mail software	101,570	49.0%	2,742
Notebook computers	98,990	48.0%	2,684
Internet browser software	92,460	44.5%	2,487
Presentation software	78,220	36.8%	2,058
Enterprise resource planning ERP software	72,570	35.7%	1,998
Accounting software	66,030	32.9%	1,843
Calendar and scheduling software	61,730	30.8%	1,724
Laser printers	57,200	29.8%	1,668
Project management software	62,850	28.5%	1,595
Personal digital assistant PDAs or organizers	48,890	26.3%	1,472
Screwdrivers	51,040	25.5%	1,424
Scanners	55,330	24.9%	1,395
Medical software	44,140	24.0%	1,343
Photocopiers	50,260	23.8%	1,333
Point of sale POS software	36,970	23.8%	1,329
Operating system software	44,980	23.7%	1,324
Cash registers	34,900	23.0%	1,286
Forklifts	43,500	21.6%	1,207
Analytical or scientific software	42,190	20.7%	1,160
Bar code reader equipment	30,690	19.7%	1,104
Adjustable wrenches	39,610	19.7%	1,100
Inventory management software	37,480	19.1%	1,069
Tape measures	37,240	18.8%	1,051
Graphics or photo imaging software	40,150	18.7%	1,048
Laser fax machine	40,760	18.7%	1,046
Magnetic stripe readers and encoders	27,470	18.3%	1,024
Ladders	35,870	18.1%	1,010
Hoists	33,730	17.8%	997
Computer aided design CAD software	35,020	17.6%	986
Hammers	32,370	17.3%	968
Power saws	35,070	17.2%	964
Document management software	37,900	16.4%	915
Special purpose telephones	35,310	16.4%	915
Point of sale POS terminal	24,670	16.3%	911
Desktop calculator	29,310	15.4%	859
Hand trucks or accessories	28,980	15.2%	852
Adjustable widemouth pliers	30,770	15.2%	851
Power drills	31,340	15.0%	839
Desktop publishing software	33,400	14.7%	824
Human resources software	30,710	14.6%	816
Tablet computers	27,680	14.0%	785
Time accounting software	31,010	13.9%	778
Utility knives	27,190	13.3%	745
Customer relationship management CRM software	30,700	13.3%	742

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 openings where employment change was positive between 2014 and 2024

For the entire list of job skills and further job skills information go to the following link:
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