

# Top Job Skills by Projected Employment and Openings Philadelphia 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	95,170	14.0%	2,923
Calculate costs of goods or services	78,510	12.3%	2,553
Clean food preparation areas, facilities, or equipment	52,550	11.1%	2,314
Sell products or services	67,270	11.0%	2,294
Serve food or beverages	50,960	10.9%	2,266
Cook foods	51,190	10.6%	2,209
Process customer bills or payments	47,810	10.1%	2,097
Administer basic health care or medical treatments	64,320	9.8%	2,036
Greet customers, patrons, or visitors	65,590	9.7%	2,017
Monitor inventories of products or materials	74,040	9.7%	2,016
Clean food service areas	43,820	9.6%	2,006
Arrange tables or dining areas	40,180	9.1%	1,902
Clean work areas	52,910	8.8%	1,842
Collect deposits, payments or fees	73,640	8.5%	1,766
Collect biological specimens from patients	54,050	8.4%	1,754
Communicate with customers to resolve complaints or ensure satisfaction	38,500	8.3%	1,737
Prepare hot or cold beverages	37,770	8.2%	1,698
Take customer orders	36,360	8.1%	1,694
Collect dirty dishes or other tableware	35,730	8.1%	1,677
Prepare documentation for contracts, transactions, or regulatory compliance	78,320	8.0%	1,666
Supervise employees	60,370	7.9%	1,645
Maintain records of sales or other business transactions	46,880	7.7%	1,601
Prepare foods for cooking or serving	36,640	7.7%	1,598
Provide information to coworkers	62,870	7.5%	1,572
Communicate dining or order details to kitchen personnel	33,280	7.4%	1,542
Reconcile records of sales or other financial transactions	46,230	7.4%	1,537
Answer customer questions about goods or services	44,360	7.4%	1,537
Clean tableware	36,380	7.3%	1,522
Record patient medical histories	47,340	7.2%	1,508
Record operational or production data	48,330	7.2%	1,505
Explain technical product or service information to customers	44,160	7.2%	1,505
Stock serving stations or dining areas with food or supplies	31,790	7.1%	1,489
Execute sales or other financial transactions	68,260	7.1%	1,469
Collaborate with healthcare professionals to plan or provide treatment	44,330	6.9%	1,436
Process sales or other transactions	37,980	6.8%	1,412
Train medical providers	43,260	6.8%	1,408
Apply bandages, dressings, or splints	40,290	6.6%	1,378
Compile data or documentation	64,290	6.6%	1,368
Supervise patient care personnel	40,790	6.5%	1,354
Explain regulations, policies, or procedures	53,620	6.5%	1,344
Prepare medical supplies or equipment for use	39,480	6.3%	1,307
Respond to customer problems or complaints	48,950	6.1%	1,278
Conduct research to increase knowledge about medical issues	37,640	6.1%	1,271
Explain medical procedures or test results to patients or family members	38,040	6.0%	1,253
Operate diagnostic or therapeutic medical instruments or equipment	38,140	6.0%	1,248
Arrange food for serving	31,070	6.0%	1,243
Maintain medical or professional knowledge	36,150	5.9%	1,238
Assess physical conditions of patients to aid in diagnosis or treatment	35,320	5.9%	1,237
Monitor patient conditions during treatments, procedures, or activities	36,790	5.9%	1,222
Give medications or immunizations	35,110	5.9%	1,222

**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/](http://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 Philadelphia Workforce Development Area, 2014-2024

## Top 50 Tools & Technologies, 2014-2024

	2024 Employment	Percent of Annual Openings	Annual Openings
Spreadsheet software	580,670	77.2%	16,089
Data base user interface and query software	544,740	73.5%	15,301
Word processing software	536,870	69.3%	14,427
Personal computers	517,690	68.8%	14,327
Desktop computers	508,670	68.7%	14,310
Office suite software	479,770	64.1%	13,347
Notebook computers	452,950	58.7%	12,232
Electronic mail software	433,370	55.2%	11,488
Internet browser software	417,550	53.9%	11,237
Presentation software	359,850	44.6%	9,280
Accounting software	266,890	34.2%	7,128
Calendar and scheduling software	263,890	33.7%	7,012
Photocopiers	272,830	33.3%	6,941
Medical software	224,650	32.4%	6,739
Enterprise resource planning ERP software	247,360	30.5%	6,350
Laser printers	222,030	30.0%	6,247
Project management software	250,780	29.7%	6,177
Scanners	249,960	29.4%	6,125
Personal digital assistant PDAs or organizers	199,540	28.2%	5,880
Laser fax machine	218,990	26.0%	5,424
Graphics or photo imaging software	197,680	24.1%	5,028
Point of sale POS software	138,220	23.8%	4,964
Analytical or scientific software	189,720	23.6%	4,908
Special purpose telephones	199,960	23.5%	4,903
Document management software	197,570	22.0%	4,584
Cash registers	121,130	22.0%	4,578
Operating system software	159,850	21.8%	4,548
Tablet computers	152,170	20.1%	4,186
Bar code reader equipment	111,870	19.8%	4,134
Desktop publishing software	174,260	19.5%	4,060
Information retrieval or search software	163,730	19.3%	4,025
Magnetic stripe readers and encoders	106,640	18.9%	3,937
Point of sale POS terminal	92,110	17.0%	3,550
Desktop calculator	125,470	16.8%	3,505
Human resources software	124,900	15.5%	3,221
Screwdrivers	115,040	15.3%	3,179
Time accounting software	125,370	15.0%	3,129
Data base reporting software	122,170	14.7%	3,071
Customer relationship management CRM software	129,280	14.6%	3,050
Digital cameras	127,970	14.6%	3,048
Development environment software	110,150	14.4%	3,000
Touch screen monitors	83,950	14.2%	2,956
Electronic blood pressure units	86,570	13.6%	2,838
Inventory management software	102,980	13.3%	2,768
Wheelchairs	85,940	13.2%	2,759
Glucose monitors or meters	82,230	12.9%	2,691
Pocket calculator	97,650	12.9%	2,677
Crutches or crutch accessories	77,540	12.5%	2,598
Canes or cane accessories	77,850	12.4%	2,592
Oxygen therapy delivery system products accessories or its supplies	77,230	12.0%	2,498

**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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