

# Business Management & Administration in North Dakota

<b>High School Diploma or Equivalent</b>	<b>ND Annual Openings</b>	<b>Typical Annual Wage</b>
Customer Service Representatives (ST)	252	\$27,540
Executive Secretaries and Executive Administrative Assistants	90	\$37,600
Human Resources Assistants, Except Payroll and Timekeeping (ST)	17	\$33,090
Insurance Claims and Policy Processing Clerks (MT)	35	\$29,260
Medical Secretaries (MT)	28	\$27,440
Office Clerks, General (ST)	408	\$23,330
Shipping, Receiving, and Traffic Clerks (ST)	33	\$27,590
Bookkeeping, Accounting, and Auditing Clerks (MT)	245	\$32,080
Administrative Services Managers	19	\$70,540
First-Line Supervisors of Production and Operating Workers	50	\$49,040
Driver/Sales Workers (ST)	73	\$24,360
<b>Post-Secondary non-degree award or Associate's Degree</b>	<b>ND Annual Openings</b>	<b>Typical Annual Wage</b>
Court Reporters (ST)	2	\$45,660
Legal Secretaries (MT)	11	\$33,290
Construction Managers	24	\$69,440
General and Operations Managers	146	\$82,520
<b>Bachelor's Degree or Higher</b>	<b>ND Annual Openings</b>	<b>Typical Annual Wage</b>
Public Relations Specialists (MT)	19	\$44,910
Computer and Information Systems Managers	19	\$83,430
Database Administrators	9	\$65,160
Management Analysts	18	\$60,920
Accountants and Auditors	126	\$51,020
Financial Analysts	13	\$58,350
Training and Development Specialists	19	\$44,170
Computer and Information Systems Managers	19	\$83,430
Cost Estimators	32	\$50,720
Industrial Production Managers	12	\$67,430
Medical and Health Services Managers	27	\$70,310
Sales Managers	34	\$75,240
Marketing Managers	12	\$84,060

Source: Job Service North Dakota, Labor Market Information

#### Definitions

- ST = Short-term on the job training (< 30 days)
- MT = Moderate-term on the job training (1-12 months)
- LT = Long-term on the job training (> 12 months)
- A = Apprenticeship
- I/R = Internship/Residency

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