

# Business and Financial Operations Occupations in Worcester, MA-CT

MassHire



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## What is Lightcast Data?

Lightcast data is a hybrid dataset derived from official government sources such as the US Census Bureau, Bureau of Economic Analysis, and Bureau of Labor Statistics. Leveraging the unique strengths of each source, our data modeling team creates an authoritative dataset that captures more than 99% of all workers in the United States. This core offering is then enriched with data from online social profiles, resumés, and job postings to give you a complete view of the workforce.

Lightcast data is frequently cited in major publications such as *The Atlantic*, *Forbes*, *Harvard Business Review*, *The New York Times*, *The Wall Street Journal*, and *USA Today*.



## Report Parameters

### 1 Occupation

13-0000 Business and Financial Operations Occupations

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### 1 MSA

49340 Worcester, MA-CT

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### Class of Worker

QCEW Employees

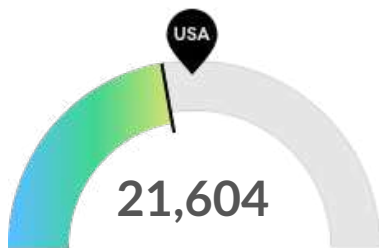
The information in this report pertains to the chosen occupation and geographical area.

# Workforce Map



## Executive Summary

### Light Hiring Competition Over a Thin Supply of Regional Talent



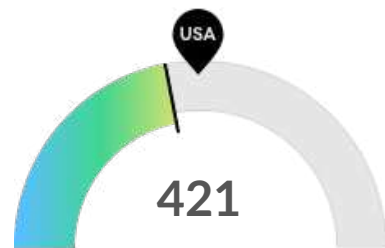
**Supply (Jobs)**

Worcester, MA-CT is not a hotspot for this kind of talent. The national average for an area this size is 25,507\* employees, while there are 21,604 here.



**Compensation**

The cost for talent is about average in Worcester, MA-CT. The national median salary for Business and Financial Operations Occupations is \$75,826, while you'll pay \$75,992 here.



**Demand (Job Postings)**

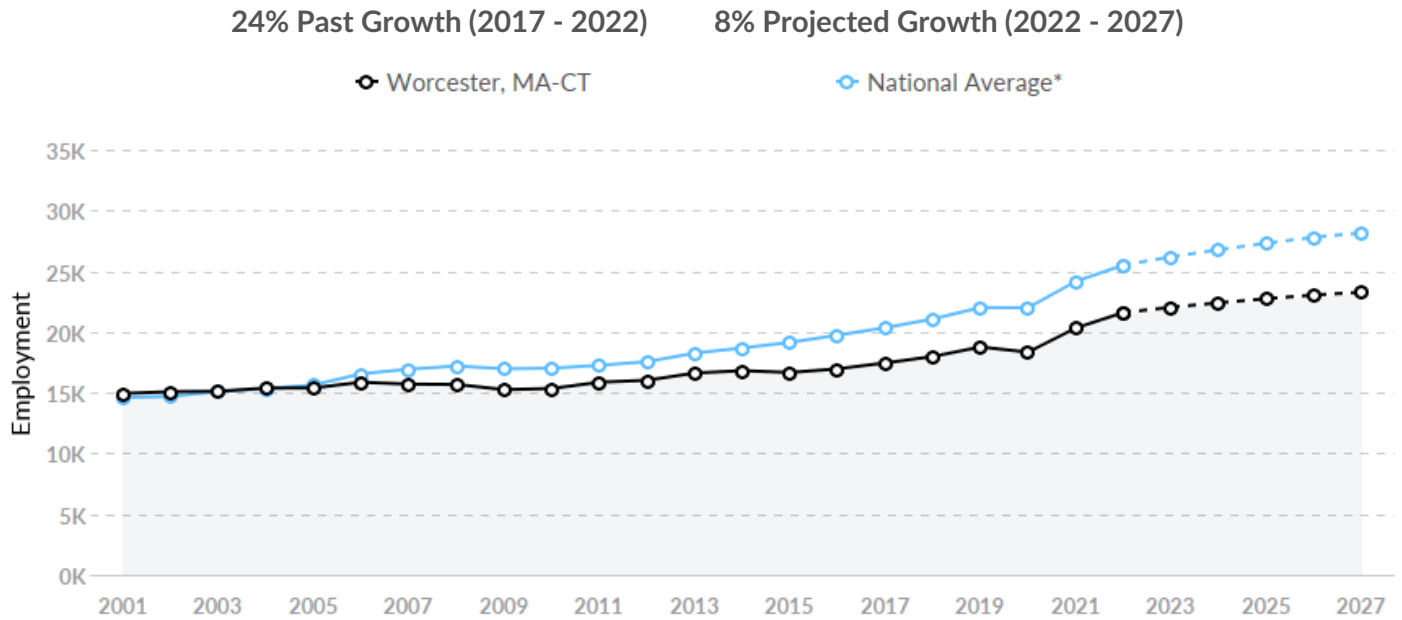
Competition from online job postings is low in Worcester, MA-CT. The national average for an area this size is 504\* job postings/mo, while there are 421 here.

\*National average values are derived by taking the national value for Business and Financial Operations Occupations and scaling it down to account for the difference in overall workforce size between the nation and Worcester, MA-CT. In other words, the values represent the national average adjusted for region size.

# Supply (Jobs)

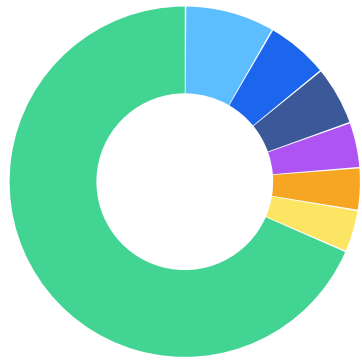
## Supply Is Lower Than the National Average





The regional vs. national average employment helps you understand if the supply of Business and Financial Operations Occupations is a strength or weakness for Worcester, MA-CT, and how it is changing relative to the nation. An average area of this size would have 25,507\* employees, while there are 21,604 here. This lower than expected supply may make it more difficult to find candidates. The gap between expected and actual employment is expected to increase over the next 5 years.



\*National average values are derived by taking the national value for Business and Financial Operations Occupations and scaling it down to account for the difference in overall workforce size between the nation and Worcester, MA-CT. In other words, the values represent the national average adjusted for region size.

## Most Jobs are Found in the Insurance Carriers Industry Sector

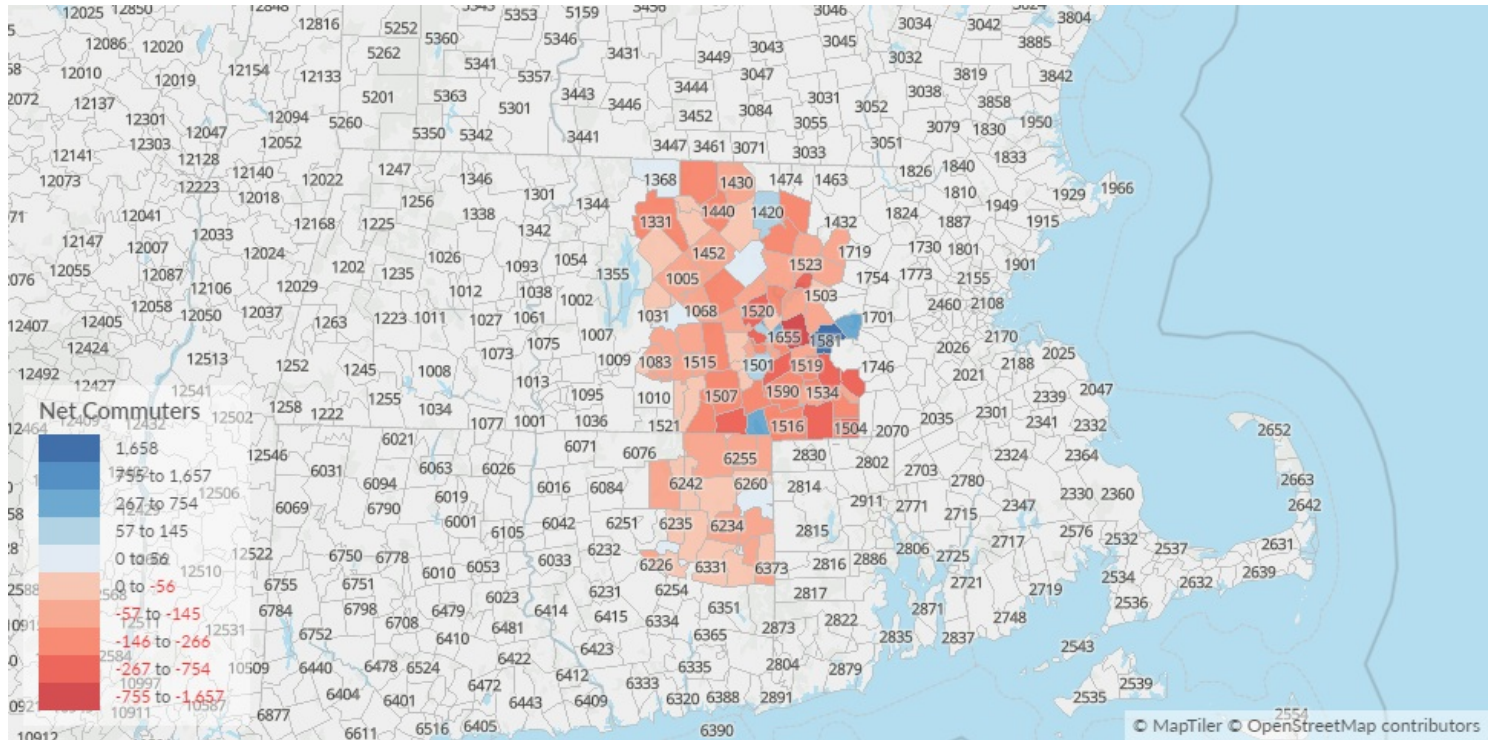


Industry	% of Occupation in Industry (2022)
 Insurance Carriers	8.3%
 State Government, Excluding Education and Hospitals	5.8%
 Management of Companies and Enterprises	5.4%
 Employment Services	4.2%
 Management, Scientific, and Technical Consulting Services	3.9%
 Accounting, Tax Preparation, Bookkeeping, and Payroll Services	3.9%
 Other	68.6%



## Place of Work vs Place of Residence

Understanding where talent in Worcester, MA-CT currently works compared to where talent lives can help you optimize site decisions. For example, the #1 ranked ZIP for employment ranks #6 for resident workers. The top ZIP for resident workers is 1545.

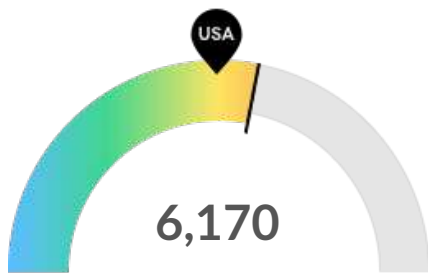


Where Talent Works

Where Talent Lives

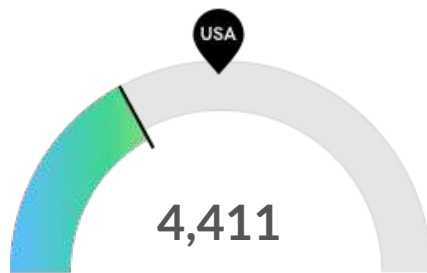
ZIP	Name	2022 Employment	ZIP	Name	2022 Workers
1581	Westborough, MA (in W...	2,461	1545	Shrewsbury, MA (in Wo...	1,352
1420	Fitchburg, MA (in Worc...	1,157	1757	Milford, MA (in Worcest...	1,169
1453	Leominster, MA (in Wor...	980	1453	Leominster, MA (in Wor...	1,129
1570	Webster, MA (in Worce...	958	1420	Fitchburg, MA (in Worc...	1,086
1757	Milford, MA (in Worcest...	860	1604	Worcester, MA (in Worc...	861

## Retirement Risk Is High, While Overall Diversity Is Low



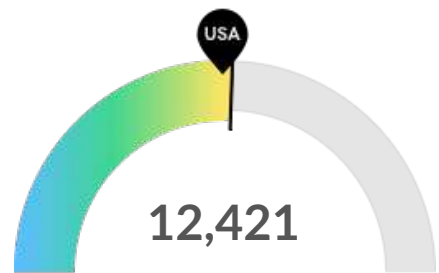
**Retiring Soon**

Retirement risk is high in Worcester, MA-CT. The national average for an area this size is 5,191\* employees 55 or older, while there are 6,170 here.



**Racial Diversity**

Racial diversity is low in Worcester, MA-CT. The national average for an area this size is 7,350\* racially diverse employees, while there are 4,411 here.



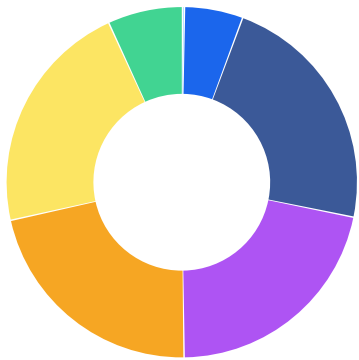
**Gender Diversity**

Gender diversity is about average in Worcester, MA-CT. The national average for an area this size is 12,000\* female employees, while there are 12,421 here.

\*National average values are derived by taking the national value for Business and Financial Operations Occupations and scaling it down to account for the difference in overall workforce size between the nation and Worcester, MA-CT. In other words, the values represent the national average adjusted for region size.

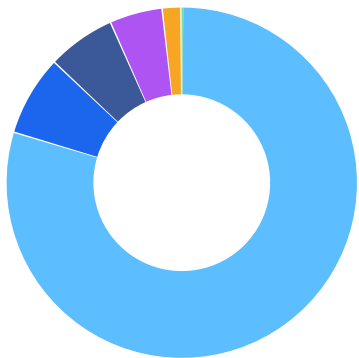
## Demographic Details

### Occupation Age Breakdown



		% of Jobs	Jobs
<span style="color: #00AEEF;">●</span>	14-18	0.2%	39
<span style="color: #0070C0;">●</span>	19-24	5.4%	1,166
<span style="color: #003366;">●</span>	25-34	22.6%	4,872
<span style="color: #800080;">●</span>	35-44	21.6%	4,665
<span style="color: #FF8C00;">●</span>	45-54	21.7%	4,693
<span style="color: #FFD700;">●</span>	55-64	21.7%	4,678
<span style="color: #00B050;">●</span>	65+	6.9%	1,492



### Occupation Race/Ethnicity Breakdown



		% of Jobs	Jobs
<span style="color: #00AEEF;">●</span>	White	79.6%	17,193
<span style="color: #0070C0;">●</span>	Hispanic or Latino	7.4%	1,600
<span style="color: #003366;">●</span>	Asian	6.3%	1,357
<span style="color: #800080;">●</span>	Black or African American	4.9%	1,052
<span style="color: #FF8C00;">●</span>	Two or More Races	1.7%	371
<span style="color: #FFD700;">●</span>	American Indian or Alaska Native	0.1%	22
<span style="color: #00B050;">●</span>	Native Hawaiian or Other Pacific Islander	0.0%	10

## Occupation Gender Breakdown

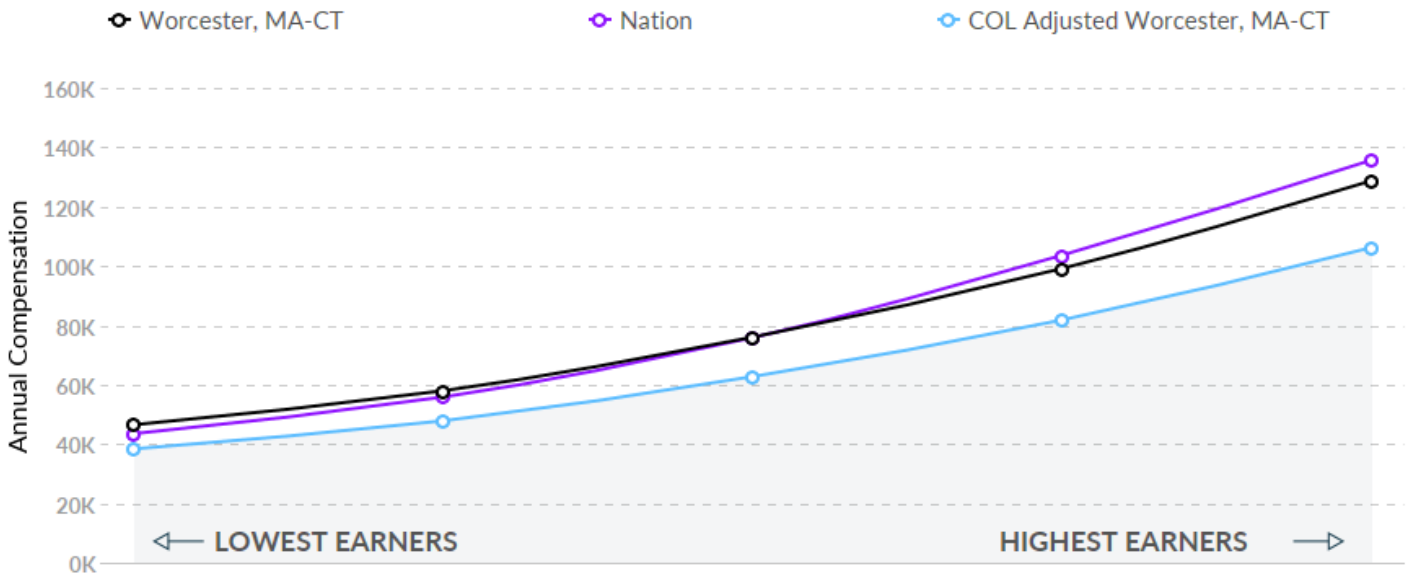


	% of Jobs	Jobs
 Males	42.5%	9,183
 Females	57.5%	12,421

# Compensation

## Talent Is the Same Cost as the Nation, While the Cost of Living May Make Attraction Difficult

In 2022, the median compensation for Business and Financial Operations Occupations in Worcester, MA-CT is \$75,992. Based on the national median wage of \$75,826 for this position, this means you will spend about 0% more to employ Business and Financial Operations Occupations here. However, their actual purchasing power will be 17% less than the national median when we adjust for regional cost of living (which is 21% higher than average). This may make it harder to attract talent to the region at this price.



# Demand



## 1,108 Employers Competing

All employers in the region who posted for this job over the last 12 months.



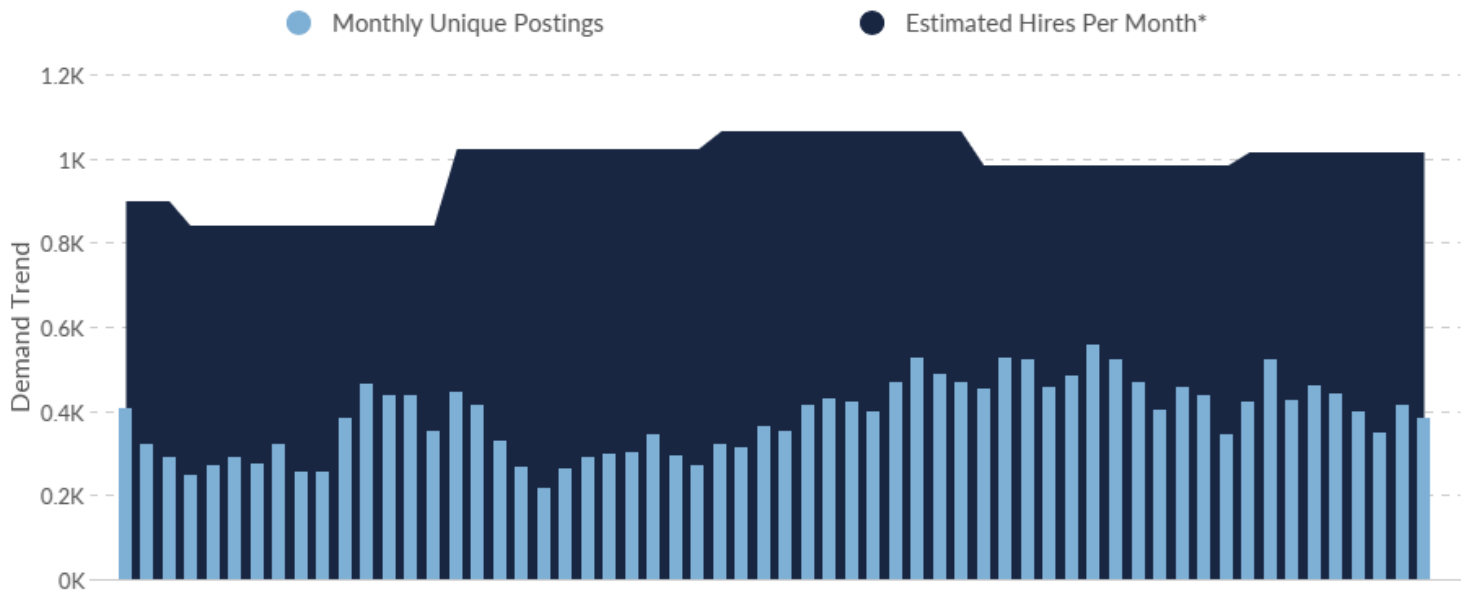
## 5,048 Unique Job Postings

The number of unique postings for this job over the last 12 months.






## 30 Day Median Duration

Posting duration is 1 day longer than what's typical in the region.



Occupation	Avg Monthly Postings (Oct 2022 - Sep 2023)	Avg Monthly Hires (Oct 2022 - Sep 2023)
Business and Financial Operations Occupations	421	1,007

\*A hire is reported by the Quarterly Workforce Indicators when an individual's Social Security Number appears on a company's payroll and was not there the quarter before. Lightcast hires are calculated using a combination of Lightcast jobs data, information on separation rates from the Bureau of Labor Statistics (BLS), and industry-based hires data from the Census Bureau.

Top Companies	Unique Postings	Top Job Titles	Unique Postings
University of Massachusetts	219 	Project Managers	200 
UMass Memorial Health	205 	Accountants	130 
Hanover Insurance Group	152 	Human Resources Generalists	121 
Robert Half	138 	Staff Accountants	115 
GPAC	91 	Financial Analysts	90 

## Top Distinguishing Skills by Demand

Not enough data to display Distinguishing Skills for this occupation.

## Top Defining Skills by Demand

Not enough data to display Defining Skills for this occupation.

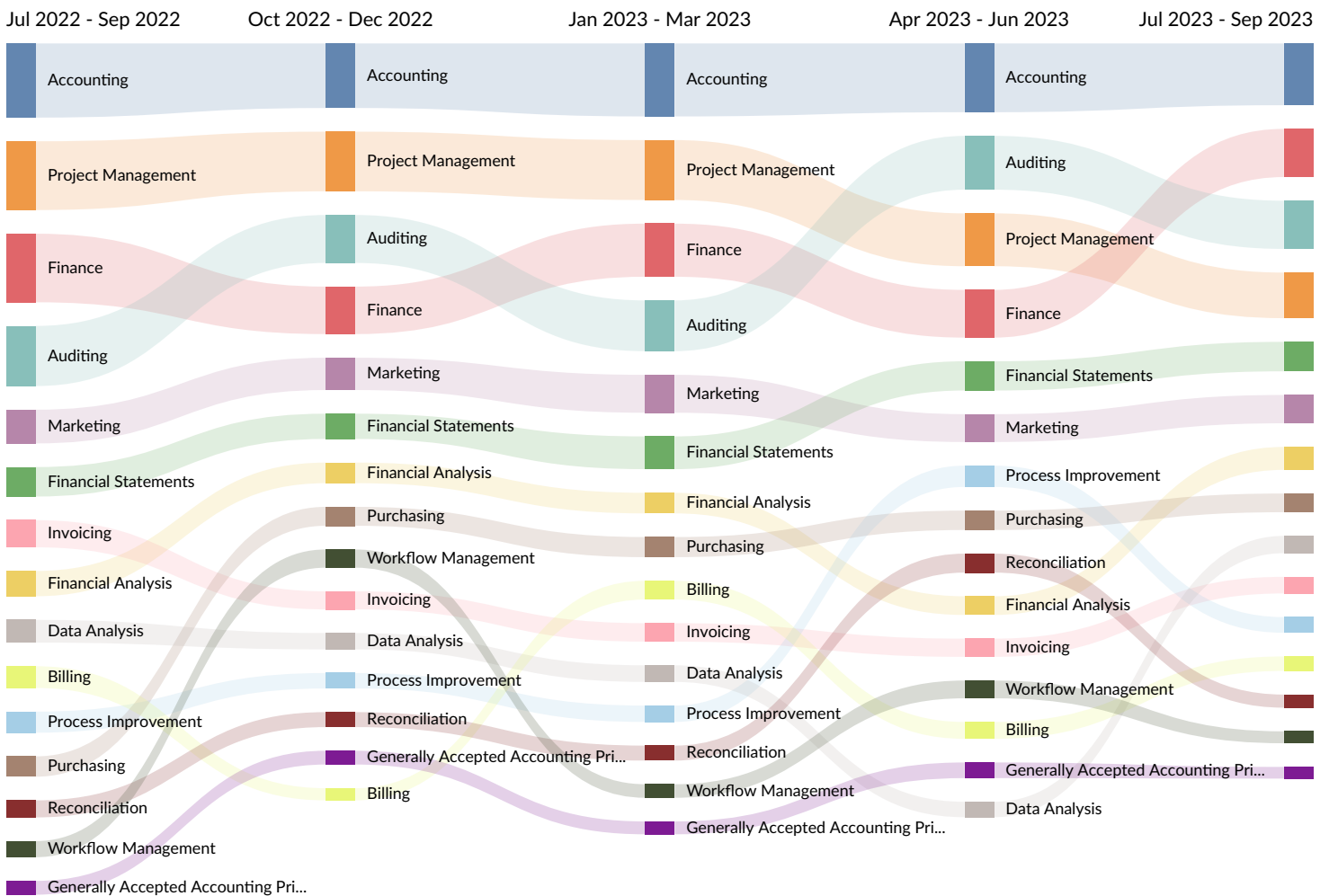
## Top Necessary Skills by Demand

Not enough data to display Necessary Skills for this occupation.

# What skills are they posting for?

## Top 15 Skills for Business and Financial Operations Occupations by Quarter

Skills help us understand the direction an occupation is headed.





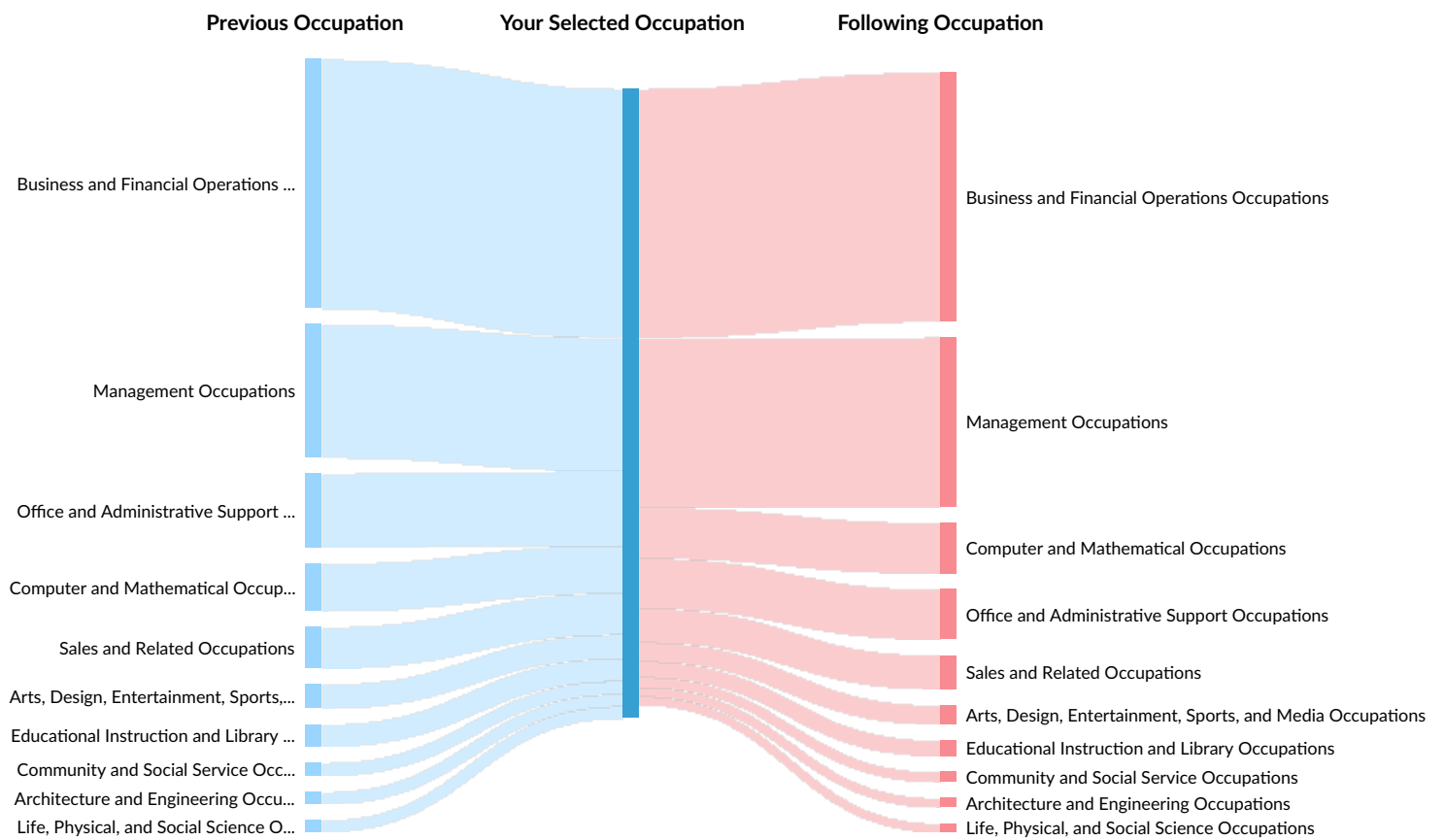
# Occupation Gain and Drain

## Occupation Gain and Drain

The table below analyzes the profiles of current and past people in your selected occupation. The left column shows job transitions from other occupations to your selected occupation. The right column shows job transitions from your selected occupation to other occupations.

Please note, results are only available at the national level and the 2 and 5 digit SOC level. Other SOC levels will be converted to 5-digit SOC. Also your selection has been limited to 100 occupations.

The following represents the job transitions of employees in your selected occupation in the United States:



Previous Occupations	Transitions
Business and Financial Operations Occupations	2,839,746
Management Occupations	1,518,961
Office and Administrative Support Occupations	846,430

Previous Occupations	Transitions
Computer and Mathematical Occupations	542,592
Sales and Related Occupations	471,386
Arts, Design, Entertainment, Sports, and Media Occupations	274,407
Educational Instruction and Library Occupations	254,689
Community and Social Service Occupations	151,605
Architecture and Engineering Occupations	139,155
Life, Physical, and Social Science Occupations	135,776
Healthcare Practitioners and Technical Occupations	93,259
Production Occupations	87,352
Food Preparation and Serving Related Occupations	85,890
Transportation and Material Moving Occupations	69,477
Personal Care and Service Occupations	58,030
Protective Service Occupations	55,268
Legal Occupations	45,983
Installation, Maintenance, and Repair Occupations	39,224
Construction and Extraction Occupations	31,897
Healthcare Support Occupations	27,180
Building and Grounds Cleaning and Maintenance Occupations	10,690
Military-only occupations	4,507
Farming, Fishing, and Forestry Occupations	3,047
Following Occupations	Transitions
Business and Financial Operations Occupations	2,839,746
Management Occupations	1,932,425
Computer and Mathematical Occupations	579,496
Office and Administrative Support Occupations	570,246

Following Occupations	Transitions
Sales and Related Occupations	385,265
Arts, Design, Entertainment, Sports, and Media Occupations	219,493
Educational Instruction and Library Occupations	179,538
Community and Social Service Occupations	115,016
Architecture and Engineering Occupations	105,611
Life, Physical, and Social Science Occupations	99,507
Healthcare Practitioners and Technical Occupations	72,403
Production Occupations	71,268
Transportation and Material Moving Occupations	47,316
Legal Occupations	41,648
Protective Service Occupations	40,391
Food Preparation and Serving Related Occupations	40,284
Personal Care and Service Occupations	35,588
Installation, Maintenance, and Repair Occupations	26,301
Construction and Extraction Occupations	20,952
Healthcare Support Occupations	19,574
Building and Grounds Cleaning and Maintenance Occupations	5,692
Military-only occupations	2,438
Farming, Fishing, and Forestry Occupations	2,007

## Graduate Pipeline



### 97 Programs

233 programs can train for this job, while only 97 programs have produced completers in this region.



### 4,908 Completions (2021)

The completions from all regional institutions for all degree types.



### 3,167 Openings (2021)

The average number of openings for an occupation in the region is 78.

Top Programs	Completions (2021)
Business Administration and Ma...	1,280
Mechanical Engineering	315
General Studies	299
Accounting	247
Economics, General	239

Top Schools	Completions (2021)
Fitchburg State University	723
Clark University	674
Worcester Polytechnic Institute	527
Nichols College	453
Eastern Connecticut State Unive...	446

# Job Posting Analytics

Lightcast Q3 2023 Data Set

October 2023

MassHire



# Parameters

Select Timeframe: Oct 2022 - Sep 2023

Occupations:

Code	Description
13-0000	Business and Financial Operations Occupations

Regions:

Code	Description
49340	Worcester, MA-CT

Keyword Search:

# Job Postings Overview

5,048

Unique Postings  
9,754 Total Postings

1,108

Employers Competing  
9,303 Total Employers

30 Days

Median Posting Duration  
Regional Average: 29 Days

2 : 1

Posting Intensity



Regional Average: 2 : 1

## Advertised Salary

There are 1,632 advertised salary observations (32% of the 5,048 matching postings).

\$31.20/hr

Median Advertised Salary

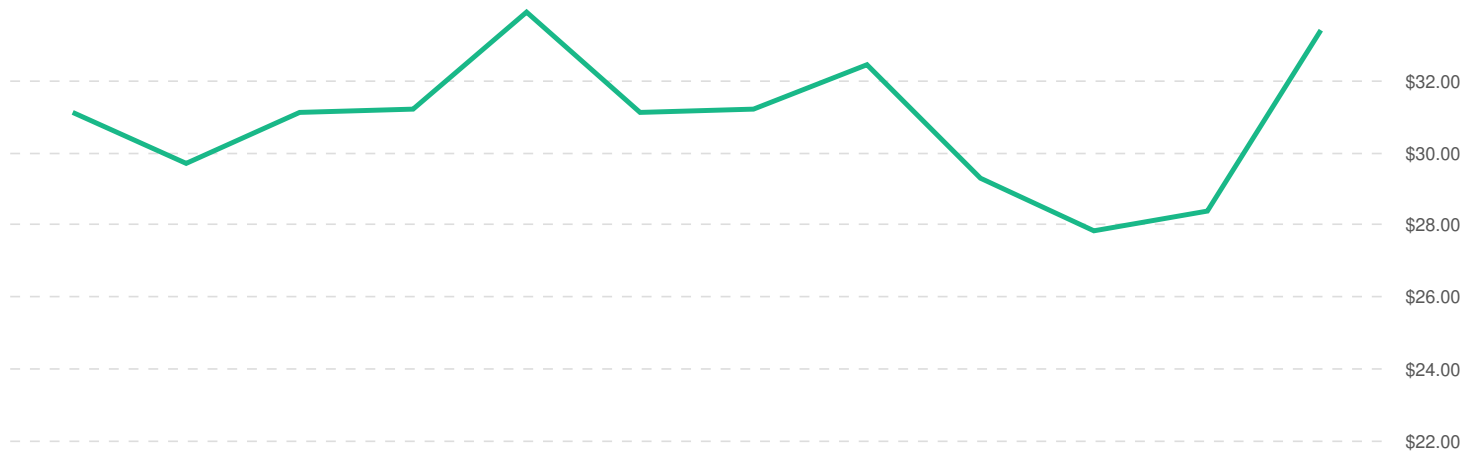
This is \$5.41/hr below the government recorded median salary for Business and Financial Operations Occupations in Worcester, MA-CT.



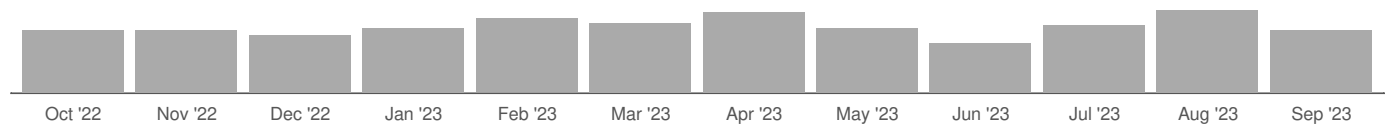
# Advertised Wage Trend

▲ 7.3% Oct 2022 - Sep 2023

\$31.20 Median

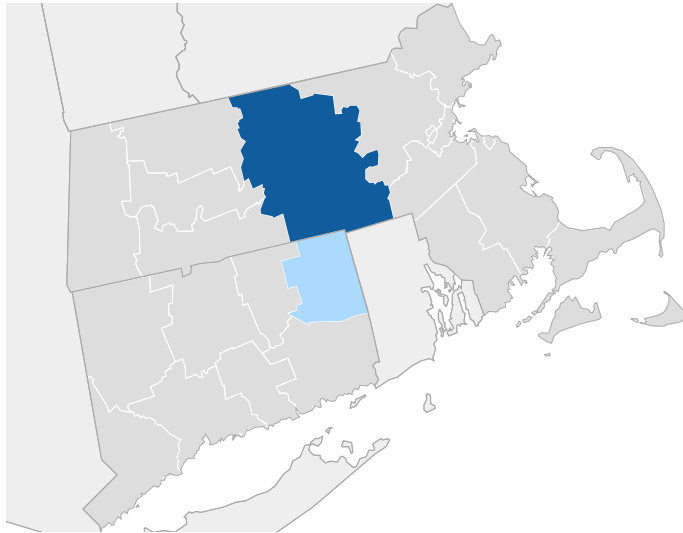


1,632 Job Postings



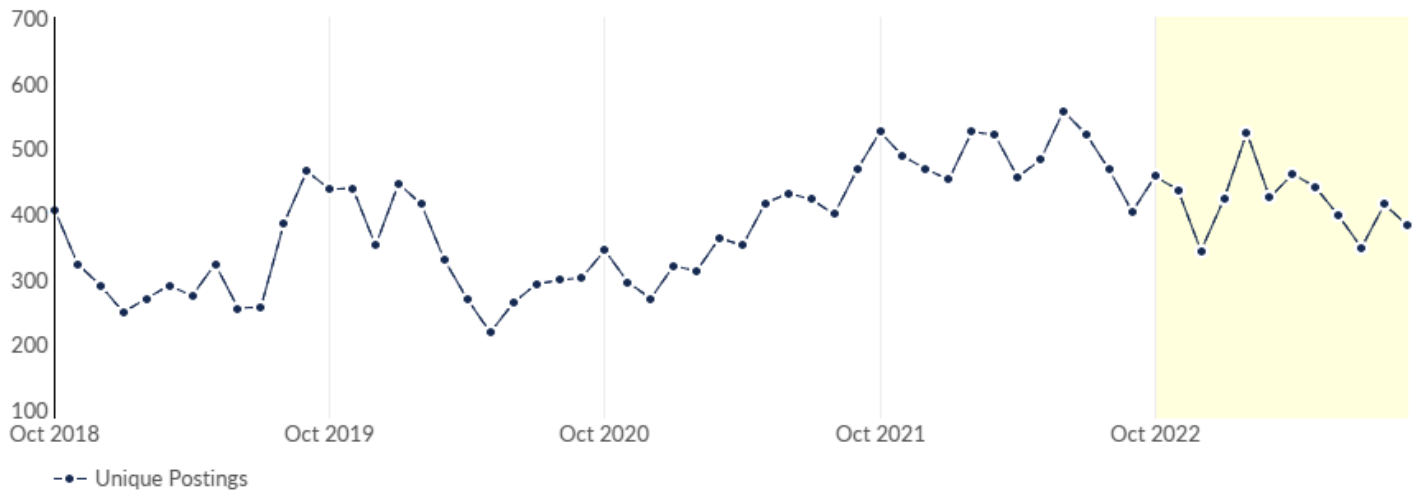


## Job Postings Regional Breakdown



County	Unique Postings (Oct 2022 - Sep 2023)
Worcester County, MA	4,830
Windham County, CT	218

# Unique Postings Trend



Month	Unique Postings	Posting Intensity
Sep 2023	382	2 : 1
Aug 2023	414	2 : 1
Jul 2023	348	2 : 1
Jun 2023	397	2 : 1
May 2023	440	2 : 1
Apr 2023	461	2 : 1
Mar 2023	424	2 : 1
Feb 2023	524	2 : 1
Jan 2023	422	2 : 1
Dec 2022	343	2 : 1
Nov 2022	436	2 : 1
Oct 2022	457	2 : 1

## Education Breakdown

Education Level	Unique Postings	% of Total
No Education Listed	1,414	28%
High school or GED	651	13%
Associate degree	479	9%
Bachelor's degree	2,876	57%
Master's degree	595	12%
Ph.D. or professional degree	73	1%

## Minimum Education Breakdown

Minimum Education Level	Unique Postings (minimum)	Unique Postings (max advertised)	% of Total (minimum)
High school or GED	651	0	13%
Associate degree	360	82	7%
Bachelor's degree	2,513	335	50%
Master's degree	84	477	2%
Ph.D. or professional degree	26	47	1%

## Experience Breakdown

Minimum Experience	Unique Postings	% of Total
No Experience Listed	1,887	37%
0 - 1 Years	666	13%
2 - 3 Years	1,470	29%
4 - 6 Years	808	16%
7 - 9 Years	145	3%
10+ Years	72	1%

# Job Postings vs. Hires

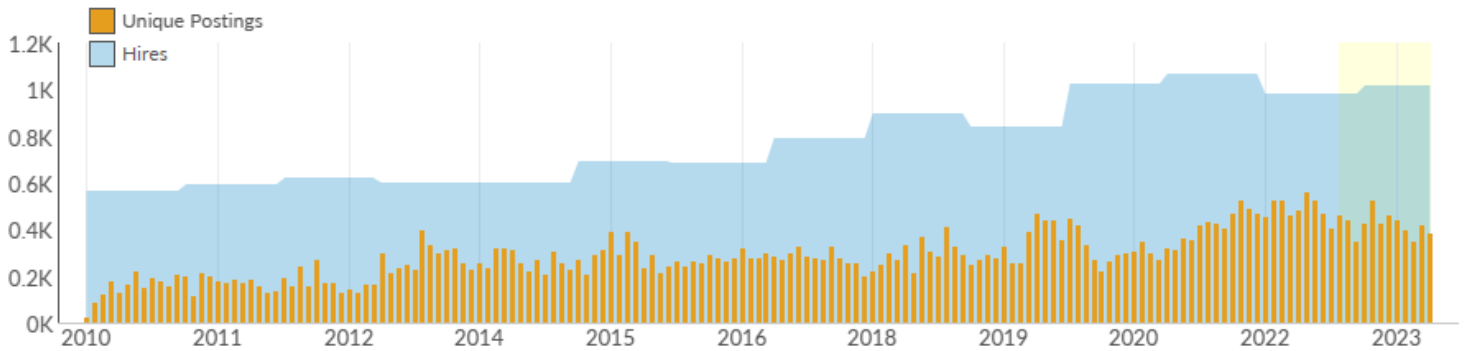
421

Avg. Monthly Postings (Oct 2022 - Sep 2023)

1,007











Avg. Monthly Hires (Oct 2022 - Sep 2023)

In an average month, there were 421 newly posted job postings for *Business and Financial Operations Occupations*, and 1,007 actually hired. This means there were approximately 2 hires for *Business and Financial Operations Occupations* for every 1 unique job posting.













Occupation	Avg Monthly Postings (Oct 2022 - Sep 2023)	Avg Monthly Hires (Oct 2022 - Sep 2023)
Business and Financial Operations Occupations	421	1,007











## Top Companies Posting

	Total/Unique (Oct 2022 - Sep 2023)	Posting Intensity	Median Posting Duration
University of Massachusetts	455 / 219	2 : 1 	33 days
UMass Memorial Health	457 / 205	2 : 1 	36 days
Hanover Insurance Group	268 / 152	2 : 1 	42 days
Robert Half	158 / 138	1 : 1 	32 days
GPAC	104 / 91	1 : 1 	42 days
State of Massachusetts	82 / 58	1 : 1 	39 days
Randstad	93 / 54	2 : 1 	29 days
Fallon Health	118 / 45	3 : 1 	34 days
Consigli Construction Co.	127 / 43	3 : 1 	30 days
Clark University	71 / 38	2 : 1 	43 days








## Top Cities Posting

City	Total/Unique (Oct 2022 - Sep 2023)	Posting Intensity	Median Posting Duration
Worcester, MA	3,754 / 1,927	2 : 1 	31 days
Westborough, MA	1,201 / 609	2 : 1 	30 days
Milford, MA	720 / 279	3 : 1 	24 days
Shrewsbury, MA	520 / 277	2 : 1 	30 days
Fitchburg, MA	303 / 173	2 : 1 	31 days
Leominster, MA	315 / 164	2 : 1 	28 days
Southborough, MA	365 / 159	2 : 1 	27 days
Auburn, MA	196 / 121	2 : 1 	36 days
Northborough, MA	246 / 113	2 : 1 	27 days
Gardner, MA	114 / 68	2 : 1 	32 days

# Top Posted Occupations

Occupation (SOC)	Total/Unique (Oct 2022 - Sep 2023)	Posting Intensity	Median Posting Duration
Accountants and Auditors	1,213 / 658	2 : 1 	31 days
Human Resources Specialists	1,335 / 616	2 : 1 	28 days
Project Management Specialists	792 / 469	2 : 1 	29 days
Market Research Analysts and Marketing Specialists	625 / 343	2 : 1 	27 days
Management Analysts	496 / 307	2 : 1 	24 days
Buyers and Purchasing Agents	474 / 272	2 : 1 	32 days
Training and Development Specialists	729 / 272	3 : 1 	31 days
Financial and Investment Analysts	542 / 270	2 : 1 	34 days
Claims Adjusters, Examiners, and Investigators	392 / 213	2 : 1 	33 days
Compliance Officers	489 / 196	2 : 1 	30 days

# Top Posted Occupations

Occupation (O*NET)	Total/Unique (Oct 2022 - Sep 2023)	Posting Intensity	Median Posting Duration
Accountants and Auditors	1,213 / 658	2 : 1 	31 days
Human Resources Specialists	1,335 / 616	2 : 1 	28 days
Project Management Specialists	792 / 469	2 : 1 	29 days
Market Research Analysts and Marketing Specialists	579 / 320	2 : 1 	27 days
Management Analysts	496 / 307	2 : 1 	24 days
Training and Development Specialists	729 / 272	3 : 1 	31 days
Financial and Investment Analysts	542 / 270	2 : 1 	34 days
Purchasing Agents, Except Wholesale, Retail, and Farm Products	465 / 264	2 : 1 	32 days
Claims Adjusters, Examiners, and Investigators	392 / 213	2 : 1 	33 days
Compensation, Benefits, and Job Analysis Specialists	399 / 173	2 : 1 	34 days
Personal Financial Advisors	337 / 165	2 : 1 	26 days
Regulatory Affairs Specialists	422 / 161	3 : 1 	30 days
Cost Estimators	254 / 160	2 : 1 	30 days
Meeting, Convention, and Event Planners	279 / 159	2 : 1 	29 days
Loan Officers	223 / 127	2 : 1 	30 days
Logisticians	119 / 76	2 : 1 	23 days
Tax Preparers	110 / 71	2 : 1 	34 days
Credit Analysts	90 / 53	2 : 1 	22 days
Credit Counselors	81 / 52	2 : 1 	31 days
Fundraisers	86 / 49	2 : 1 	30 days
Insurance Underwriters	96 / 47	2 : 1 	34 days
Logistics Analysts	78 / 41	2 : 1 	33 days
Tax Examiners and Collectors, and Revenue Agents	53 / 39	1 : 1 	22 days
Security Management Specialists	147 / 37	4 : 1 	26 days

Business Operations Specialists, All Other	39 / 26	2 : 1		39 days
Environmental Compliance Inspectors	42 / 23	2 : 1		28 days
Search Marketing Strategists	46 / 23	2 : 1		19 days
Online Merchants	38 / 23	2 : 1		33 days
Budget Analysts	33 / 21	2 : 1		30 days
Business Continuity Planners	34 / 20	2 : 1		29 days
Appraisers and Assessors of Real Estate	30 / 20	2 : 1		23 days
Financial Risk Specialists	32 / 19	2 : 1		27 days
Insurance Appraisers, Auto Damage	42 / 17	2 : 1		41 days
Sustainability Specialists	17 / 11	2 : 1		43 days
Equal Opportunity Representatives and Officers	10 / 8	1 : 1		26 days
Wholesale and Retail Buyers, Except Farm Products	8 / 7	1 : 1		13 days
Labor Relations Specialists	9 / 7	1 : 1		44 days
Financial Examiners	15 / 7	2 : 1		36 days
Compliance Officers	15 / 4	4 : 1		31 days
Logistics Engineers	5 / 4	1 : 1		n/a
Fraud Examiners, Investigators and Analysts	13 / 4	3 : 1		47 days
Agents and Business Managers of Artists, Performers, and Athletes	2 / 2	1 : 1		11 days
Buyers and Purchasing Agents, Farm Products	1 / 1	1 : 1		19 days
Farm Labor Contractors	5 / 1	5 : 1		51 days
Financial Quantitative Analysts	1 / 1	1 : 1		32 days













# Top Posted Occupations










Occupation	Total/Unique (Oct 2022 - Sep 2023)	Posting Intensity	Median Posting Duration
Accountant	806 / 468	2 : 1 	30 days
Project Manager	718 / 421	2 : 1 	30 days
Human Resources / Labor Relations Specialist	582 / 301	2 : 1 	28 days
Financial Analyst	415 / 219	2 : 1 	35 days
Business / Management Analyst	253 / 165	2 : 1 	22 days
Claims Specialist / Adjuster / Examiner	302 / 157	2 : 1 	37 days
Recruiter	320 / 153	2 : 1 	27 days
Training and Development Specialist	372 / 148	3 : 1 	33 days
Personal Financial Advisor	261 / 135	2 : 1 	25 days
Buyer / Purchasing Agent	215 / 128	2 : 1 	33 days
Estimator	187 / 116	2 : 1 	30 days
Contract Administrator	184 / 110	2 : 1 	31 days
Compensation / Benefits Analyst	229 / 102	2 : 1 	33 days
Marketing Specialist	180 / 95	2 : 1 	26 days
Auditor	221 / 88	3 : 1 	33 days
Compliance Officer / Analyst	178 / 79	2 : 1 	32 days
Logistician / Supply Chain Specialist	116 / 78	1 : 1 	24 days
Human Resources Manager	225 / 67	3 : 1 	29 days
Human Resources Assistant	128 / 66	2 : 1 	31 days
Tax Analyst / Specialist	71 / 56	1 : 1 	44 days
Loan Officer	91 / 55	2 : 1 	30 days
Event Planner	86 / 51	2 : 1 	26 days
Tax Preparer	73 / 46	2 : 1 	31 days
Safety Specialist / Coordinator	115 / 45	3 : 1 	36 days
Marketing Assistant / Associate	90 / 44	2 : 1 	29 days

Billing Clerk / Specialist	79 / 42	2 : 1		24 days
Insurance Underwriter	75 / 38	2 : 1		30 days
Advertising Sales Representative	68 / 38	2 : 1		23 days
Financial Aid Counselor / Specialist	53 / 33	2 : 1		33 days
Social / Human Services Specialist	137 / 31	4 : 1		41 days
Sales Representative	44 / 30	1 : 1		26 days
Credit Analyst / Authorizer	47 / 29	2 : 1		17 days
Regulatory Affairs Specialist	163 / 29	6 : 1		20 days
Scheduler / Operations Coordinator	40 / 28	1 : 1		17 days
Office / Administrative Assistant	50 / 28	2 : 1		26 days
Customer Service Representative	76 / 28	3 : 1		41 days
Financial Manager	68 / 28	2 : 1		45 days
Operations and Maintenance Specialist	43 / 26	2 : 1		29 days
Fundraising / Development Specialist	45 / 25	2 : 1		34 days
Social Media Strategist / Specialist	37 / 25	1 : 1		32 days
Market Research Analyst	39 / 24	2 : 1		40 days
Logistics / Supply Chain Analyst	42 / 23	2 : 1		27 days
IT Project Manager	37 / 22	2 : 1		25 days
College / University Administrator	45 / 21	2 : 1		28 days
Financial Operations Specialist	44 / 21	2 : 1		42 days
Security Officer	103 / 20	5 : 1		24 days
Bookkeeper / Accounting Clerk	41 / 19	2 : 1		27 days
Budget Analyst	28 / 19	1 : 1		35 days
Cyber / Information Security Engineer / Analyst	34 / 19	2 : 1		23 days
E-Commerce Analyst	31 / 19	2 : 1		33 days

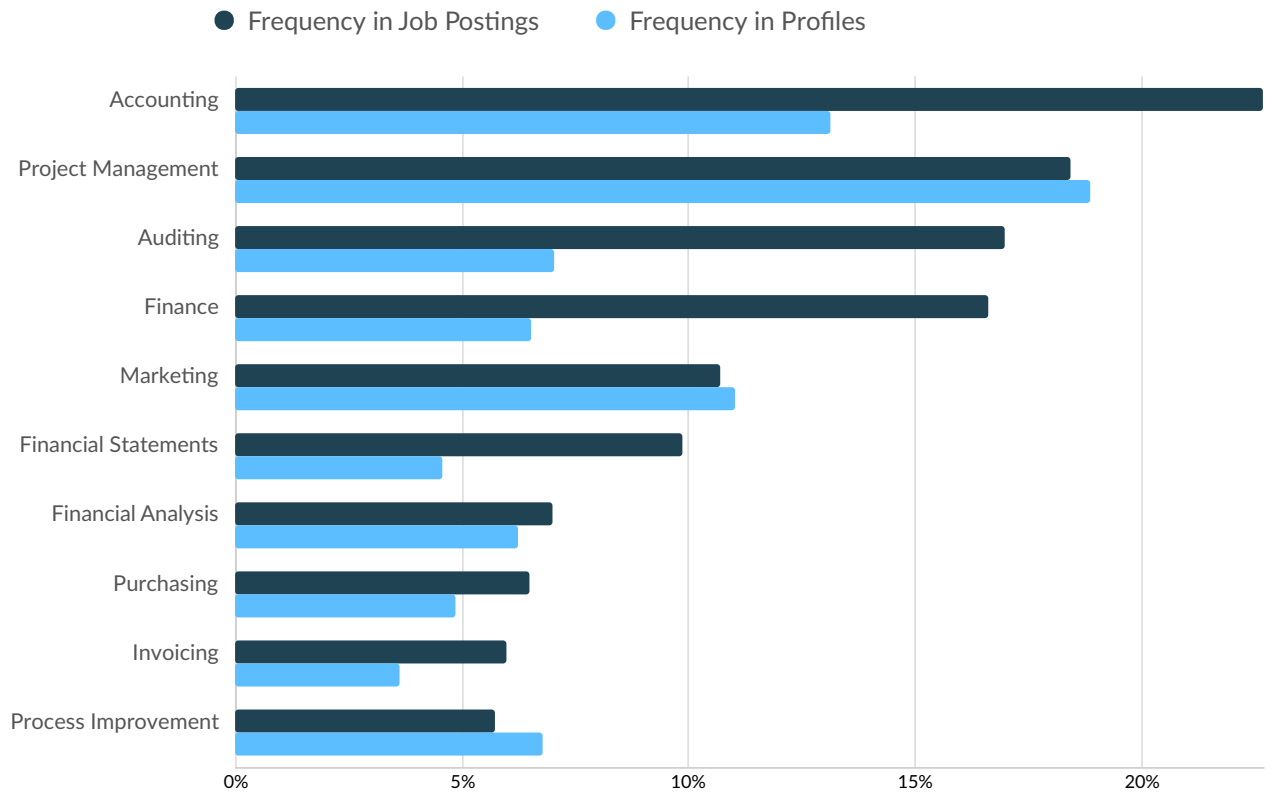
## Top Posted Job Titles

	Total/Unique (Oct 2022 - Sep 2023)	Posting Intensity	Median Posting Duration
Project Managers	347 / 200	2 : 1 	30 days
Accountants	196 / 130	2 : 1 	31 days
Human Resources Generalists	228 / 121	2 : 1 	26 days
Staff Accountants	182 / 115	2 : 1 	30 days
Financial Analysts	162 / 88	2 : 1 	36 days
Buyers	104 / 56	2 : 1 	33 days
Human Resources Coordinators	92 / 49	2 : 1 	30 days
Human Resources Business Partners	186 / 47	4 : 1 	29 days
Recruiters	78 / 45	2 : 1 	32 days
Business Analysts	68 / 45	2 : 1 	26 days

## Top Industries

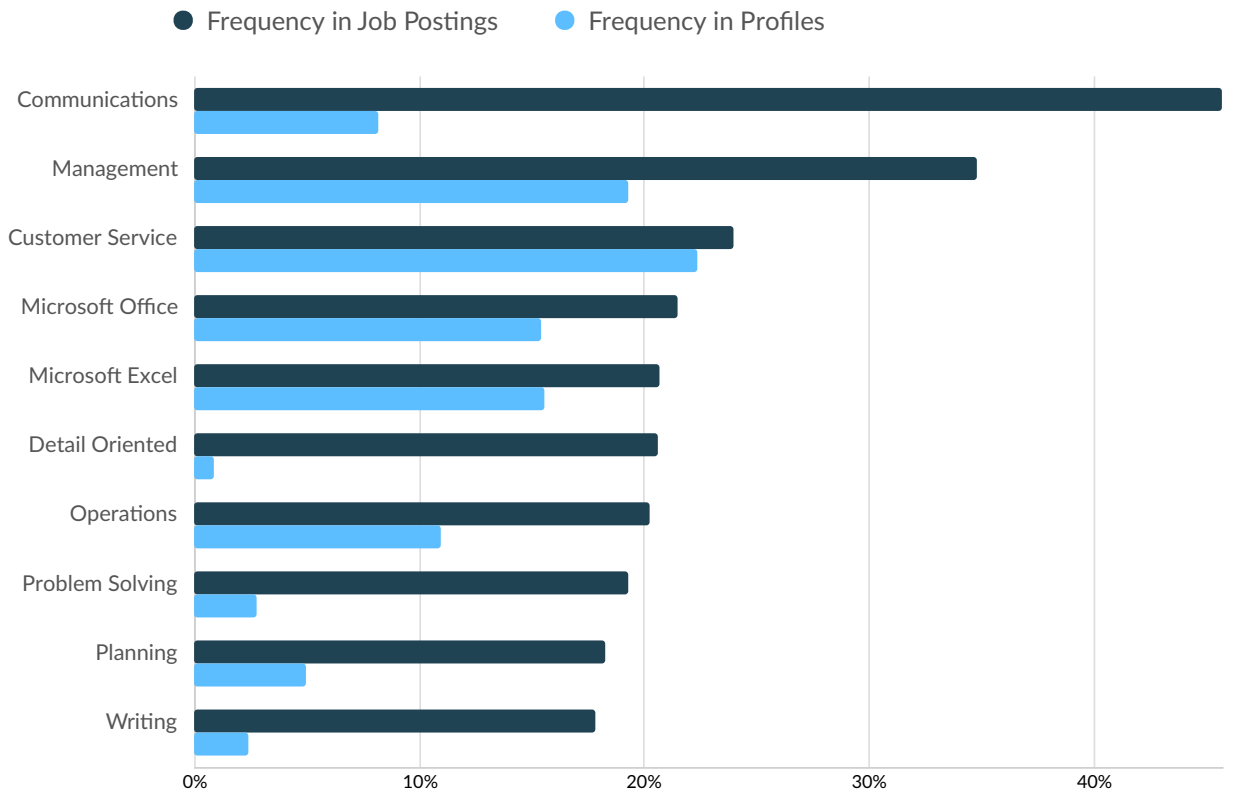
	Total/Unique (Oct 2022 - Sep 2023)	Posting Intensity	Median Posting Duration
Colleges, Universities, and Professional Schools	776 / 375	2 : 1 	30 days
Employment Placement Agencies	461 / 329	1 : 1 	29 days
Offices of Physicians (except Mental Health Specialists)	520 / 227	2 : 1 	35 days
Insurance Agencies and Brokerages	367 / 193	2 : 1 	41 days
Human Resources Consulting Services	167 / 141	1 : 1 	32 days
Commercial Banking	187 / 102	2 : 1 	25 days
Temporary Help Services	90 / 69	1 : 1 	27 days
Executive Offices	83 / 59	1 : 1 	39 days
Tax Preparation Services	87 / 58	2 : 1 	34 days

# Top Specialized Skills



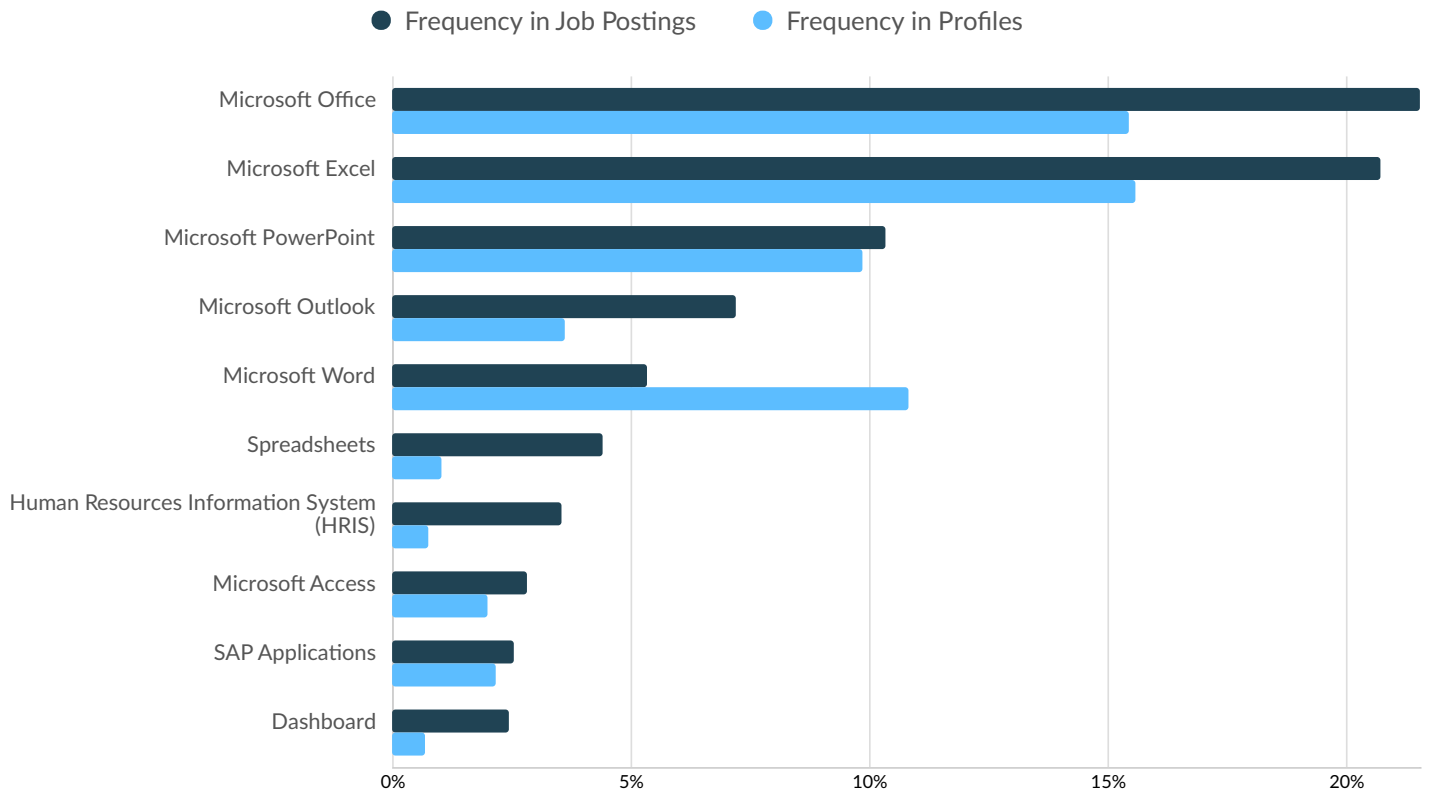
	Postings	% of Total Postings	Profiles	% of Total Profiles
Accounting	1,146	23%	2,741	13%
Project Management	932	18%	3,933	19%
Auditing	858	17%	1,472	7%
Finance	840	17%	1,364	7%
Marketing	540	11%	2,298	11%
Financial Statements	499	10%	956	5%
Financial Analysis	354	7%	1,299	6%
Purchasing	328	6%	1,012	5%
Invoicing	303	6%	758	4%
Process Improvement	290	6%	1,415	7%

# Top Common Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles
Communications	2,309	46%	1,701	8%
Management	1,759	35%	4,030	19%
Customer Service	1,211	24%	4,661	22%
Microsoft Office	1,088	22%	3,218	15%
Microsoft Excel	1,046	21%	3,248	16%
Detail Oriented	1,040	21%	186	1%
Operations	1,025	20%	2,286	11%
Problem Solving	976	19%	578	3%
Planning	923	18%	1,033	5%
Writing	903	18%	506	2%

# Top Software Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles
Microsoft Office	1,088	22%	3,218	15%
Microsoft Excel	1,046	21%	3,248	16%
Microsoft PowerPoint	522	10%	2,055	10%
Microsoft Outlook	364	7%	754	4%
Microsoft Word	270	5%	2,255	11%
Spreadsheets	222	4%	218	1%
Human Resources Information System (HRIS)	179	4%	158	1%
Microsoft Access	143	3%	418	2%
SAP Applications	128	3%	450	2%
Dashboard	123	2%	143	1%

# Top Qualifications

	Postings with Qualification
Valid Driver's License	343
Certified Public Accountant	112
Master Of Business Administration (MBA)	103
Project Management Professional Certification	85
Professional in Human Resources	73
Cardiopulmonary Resuscitation (CPR) Certification	48
First Aid Certification	44
Registered Nurse (RN)	43
Senior Professional In Human Resources	43
FINRA Series 7 (General Securities Representative)	33

# Appendix A

## Top Posting Sources

Website	Postings on Website (Oct 2022 - Sep 2023)
indeed.com	1,658
simplyhired.com	719
recruitenetworks.com	640
mass.gov	596
dejobs.org	475
icims.com	228
ziprecruiter.com	220
latpro.com	177
careerjet.com	152
energyjobline.com	120
jobvite.com	117
dayforcehcm.com	116
higherjobs.com	86
taleo.net	84
gogpac.com	79
myworkdayjobs.com	78
arkansasjobboard.com	76
worcesterrecruiter.com	75
monster.com	69
nh.gov	69
dice.com	63
interviewexchange.com	61
disabledperson.com	60
hercjobs.org	60
roberthalf.com	60



# Appendix B

## Sample Postings

## HR Generalist - Hybrid Work Location

Link to Live Job Posting: [www.indeed.com](http://www.indeed.com)

Location: Fitchburg, MA

O\*NET: 13-1071.00

Company: Montachusett Opportunity Council

Job Title: Human Resources Generalists

HR Generalist - Hybrid Work Location Fitchburg, MA 01420 Hybrid remote Full-time Making Opportunity Count Inc 5 reviews Read what people are saying about working here. Job details Heres how the job details align with your job preferences. Manage job preferences anytime in your . Job type Full-time Benefits Pulled from the full job description Dental insurance Employee discount Flexible spending account Health insurance Loan forgiveness Paid time off Pet insurance Show more chevron down

### About Us:

Making Opportunity Count is a non-profit human services agency dedicated to creating positive change and enhancing the lives of individuals and families in Fitchburg, MA. We are committed to fostering community growth, providing essential services, and promoting holistic well-being. Our dynamic team is driven by a shared passion for making a lasting impact

### Position Overview:

The HR Generalist will play a pivotal role in supporting various HR functions, including recruitment, onboarding, compliance, employee relations, and more. This position offers an excellent opportunity for an HR professional who enjoys working in a fast-paced environment and is committed to fostering a positive workplace culture.

### Essential Duties and Responsibilities:

Collaborate with hiring managers to identify staffing needs and create job descriptions. Post job openings on various job boards and company website. Screen resumes, conduct interviews, and coordinate candidate assessments. Assist in the selection process, including reference checks and background screenings. Extend job offers and coordinate new hire orientations. Develop and maintain a comprehensive onboarding program to ensure a smooth transition for new employees. Prepare new hire paperwork, including I-9 forms, benefits enrollment, and company policies. Conduct new hire orientations and facilitate training sessions. Provide ongoing support and guidance to new employees during their probationary period. Assist in coordinating and delivering HR-related training programs. Support employee development initiatives to enhance skills and knowledge.

### Required Qualifications and Skills:

Bachelor's degree in Human Resources, Business Administration, or a related field preferred. 2 years of proven HR experience, with expertise in recruitment, onboarding, and compliance. Strong knowledge of federal, state, and local employment laws and regulations. Excellent interpersonal and communication skills, both written and verbal. Proficiency in HRIS systems and Microsoft Office Suite. Outstanding organizational skills, attention to detail, and time management abilities. Ability to handle confidential information with discretion and integrity.

### Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at times.

### EEO Statement:

Making Opportunity Count is an equal opportunity employer, and all qualified applicants will receive consideration for employment without

regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, or any other characteristic protected by law. This is a hybrid position, only requiring a presence in the office on occasion. Join our team at Making Opportunity Count and experience a range of fantastic benefits that enhance your work-life balance and overall satisfaction:

#### Health, Dental, FSA, and Vision Insurance:

Take care of your well-being with comprehensive coverage. Paid Time Off (PTO): Enjoy generous time off to relax and recharge.

#### Hybrid Work Opportunities:

Benefit from a flexible work environment that suits your lifestyle.

#### Student Loan Forgiveness:

We're here to help you ease your student loan burden.

#### Tuition Remission:

Invest in your education with our tuition remission program.

#### Employer-Sponsored Retirement:

Secure your future with our retirement plan contributions.

#### Pet Insurance:

Ensure your furry friends receive the best care.

#### Employee Discounts:

Access exclusive discounts and perks. Join us at MOC and experience a workplace that values your well-being and personal growth! If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.

# Tax Preparers – Jackson Hewitt in Worcester, MA (Sep 2023 - Active)

## Tax Preparer - Walmart Kiosk

Link to Live Job Posting: [www.indeed.com](http://www.indeed.com)

Location: Worcester, MA

O\*NET: 13-2082.00

Company: Jackson Hewitt

Job Title: Tax Preparers

Tax Preparer - Walmart Kiosk Worcester, MA Full-time, Seasonal Jackson Hewitt 4,286 reviews Read what people are saying about working here. Job details Heres how the job details align with your job preferences. Manage job preferences anytime in your . Job Type Full-time Seasonal Benefits Pulled from the full job description Employee assistance program Employee discount Flexible schedule Seeking a job that fits around your life? Look no further! We provide flexible scheduling options, so you can balance work and personal commitments. Embrace the possibilities by adding this side gig or growing a new career at Jackson Hewitt and apply today! If you join our team as an Entry-Level Seasonal Tax Preparer, you'll conduct one-on-one tax interviews with clients, start to develop your book of business, and provide exceptional customer service. You will also have the opportunity to expand your skill set with professional development and continuous training. No matter your work background or experience level, we welcome you to apply! •\$300 Sign-On Bonus for new employees! Terms apply •

### Perks:

Hourly pay + competitive bonus program Flexible Schedule Options Work that works for you! Teladoc (Unlimited Teladoc sessions for you and your whole household for \$13 per month) Free Employee Assistance Program (EAP) Corporate discount program Free tax preparation training and PTIN registration Free continuing tax education Enrolled Agent materials and testing reimbursement Discounted Friends and Family tax returns (terms apply) Medical & Prescription benefit option (eligible to participate after working 1,560 hours annually) What you need: Passion for providing extraordinary customer service. Excellent communication and interpersonal skills. Ability to thrive in a fast-paced work environment. Basic computer skills. Willingness to learn. If you're looking for a rewarding opportunity to learn new skills and make an impact, apply today! Start a career and Get More in Return. Jackson Hewitt offices are working hard for the hardest working, and we are on a mission to completely change the way our customers engage with their taxes. At Jackson Hewitt, youll find work that works for you and adds up. Weve got flexibility, career development opportunities, and a chance to work in your neighborhood. We have a passion for our employees and our customers. We appreciate our corporate and local office team members, and we recognize our employees are our greatest asset. Since we are one of the nation's largest retailers with nearly 5,500 locations, you can be assured we've got your back. Whether you are looking for a side gig, seasonal job, part-time, or full-time Jackson Hewitt has opportunities in its corporate and retail office locations. We appreciate your interest in Jackson Hewitt Tax Service. Jackson Hewitt Tax Service is an equal employment opportunity employer. The Company does not tolerate discrimination against or harassment of any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other status protected by applicable federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

### PTIN Certification:

Yes If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.

# Development Associates — Easter Seals Massachusetts in Worcester, MA (Sep 2023..

<b>Development Associate</b>	
Link to Live Job Posting: <a href="http://www.indeed.com">www.indeed.com</a>	
Location: Worcester, MA	O*NET: 13-1131.00
Company: Easter Seals Massachusetts	Job Title: Development Associates

Development Associate 2,952 reviews Worcester, MA 01608 Full-time Easter Seals of Massachusetts Inc 2,952 reviews Read what people are saying about working here. Job details Heres how the job details align with your job preferences. Manage job preferences anytime in your . Job Type Full-time Full job description Easterseals Massachusetts is a non-profit organization whose mission is to ensure that children and adults with disabilities have equal opportunities to live, learn, work, and play. Join our team to make an immediate and meaningful impact in the lives of the clients we serve!

### Position Overview :

The Development Associate is a key member of a dynamic fundraising team for a statewide organization with locations in Boston, Bridgewater and Worcester. Supporting the day-to-day Development operations, the Development Associate will work closely with frontline fundraisers providing broad administrative and project assistance for the full range of fundraising and engagement efforts including signature events, donor stewardship, annual appeals, and campaigns, and more. The Development Associate should be an individual who thrives in a dynamic work environment and possesses a high degree of flexibility, able to quickly adapt to shifting project requirements and deadlines. We encourage a continuous learning environment and are looking for an individual who is seeking to grow and embraces new knowledge and skills in response to evolving industry trends.

### Essential Functions:

Fundraising Assist with the coordination of signature fundraisers throughout the year, and support efforts to strategically use events in identifying, cultivating, and engaging donors Assist with event sponsor solicitation, maximization of ticket sales/attendance, auction items, and in-kind donations Support annual campaigns and special appeals including Year-End, Month of Giving, Employee Giving, and more to meet fundraising revenue goals Conduct research for potential corporate and major gift donors through a variety of tools Provide support for corporate volunteer program (TeamWork Days) at ESMA's campus in Bridgewater Assist in facility and campus tours, informational sessions, appreciation events/activities and donor cultivation efforts. Research trends in young donor acquisition and maintenance Provide support for Donor Loyalty program Stewardship Assist with the creation and maintenance of donor acknowledgement and fulfillment reports, tracking social media mentions, photographs, and print media mentions Support bulk mailings, holiday cards, special communications, annual report distribution Collaborate with programming staff and departments to collect client stories, statistics, and donor-centered news to use in annual reporting and donor communications. Assist Community Outreach Coordinator with Regional Board meetings, facilitation of Regional Board volunteer efforts including softball and volleyball team outings Administration Respond to phone calls, emails, and inquiries in a timely and professional manner Record donor communications in Raisers Edge Work with CRM manager to track volunteer hours and in-kind donations Update donor records in CRM as needed Perform general office duties and maintain organization of storage areas Support ad hoc administrative tasks as they emerge Preferred Qualifications, Skills, and Experience Minimum of two-year professional experience in nonprofit or related field Bachelor's degree in a related field preferred (non-profit management, communications, sales, or marketing) or equivalent experience/education combination Excellent written communication skills with the ability to present information clearly and concisely for broad understanding Valid drivers license and reliable transportation for travel as required by the position Attention to detail and strong organization skills Proven track record of excellent discretion and ability to handle confidential information Proficiency in prioritizing, being flexible and executing multiple projects within established timeframes Takes initiative to achieve results Self-motivated with the ability to problem solve independently and as a team Thrives in a dynamic, fast-paced, and continuously evolving environment Prospers in a growth culture of teamwork and values collaboration Interest in building a non-profit development career and gaining exposure to diverse fundraising strategies - Easter Seals Massachusetts is an Equal Employment Opportunity Employer and welcomes all qualified applicants. We base all employment decisions on each individual's capabilities and qualifications without regard to race, color, religion, sex, national origin, ancestry, sexual orientation, gender identity, age, physical or mental disability, veteran status, genetics, or any other protected status under the law. If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.

## Electrical Estimator

Link to Live Job Posting: [www.indeed.com](http://www.indeed.com)

Location: Worcester, MA

O\*NET: 13-1051.00

Company: The Skilled Trades Company

Job Title: Electrical Estimators

Electrical Estimator Worcester, MA \$75,000 - \$120,000 a year - Full-time Responded to 51-74% of applications in the past 30 days, typically within 2 days. Job details Heres how the job details align with your job preferences. Manage job preferences anytime in your . Pay \$75,000 - \$120,000 a year Job type Full-time Benefits Pulled from the full job description 401(k) Dental insurance Health insurance Life insurance Paid time off Vision insurance Full job description Skilled Trades Partners, Inc is seeking a motivated and detail-oriented Electrical Estimator for a leading electrical construction company in Worcester, MA area. This position is responsible for estimating jobs for customers, and assisting with the completion of estimates and jobs in a timely manner in the commercial and industrial sector.

### Responsibilities:

Estimate commercial projects from start to finish, including preparation of estimates, obtaining quotations, preparing invoicing, and collecting payment. Ensure all estimates are prepared accurately and meet customer expectations. Maintain communication with customers regarding their projects and provide excellent customer service throughout the project process. Complete all required paperwork accurately and on time, including all invoices, statements, and job reports. Communicate with clients regarding their projects, as well as with other department staff regarding projects within the department.

### Requirements:

Bachelors degree in engineering or related field, or equivalent combination of education and professional experience 7+ years of estimating experience. Commercial experience preferred. Previous experience with Microsoft Office, PlanSwift, ISqFT, Sage/Timberline, OnScreen or TakeOff are highly preferred. Ability to work in a fast paced environment. Excellent communication skills. Ability to work independently and as part of a team. Ability to multitask and stay organized throughout the day. with your resume for immediate consideration! Skilled Trades Partners, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

### Job Type:

### Full-time Pay:

\$75,000.00 - \$120,000.00 per year

### Benefits:

401(k) Dental insurance Health insurance Life insurance Paid time off Vision insurance

### Experience:

Construction estimating: 5 years (Preferred)

### Work Location:

In person If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.



# Financial Analysts – Saint-Gobain in Worcester, MA (Sep 2023 - Active)

## SENIOR FINANCIAL ANALYST

Link to Live Job Posting: [joinus.saint-gobain.com](https://joinus.saint-gobain.com)

Location: Worcester, MA

O\*NET: 13-2051.00

Company: Saint-Gobain

Job Title: Financial Analysts

Date de publication : 26/09/2023

Rference :

USA07042 SENIOR FINANCIAL ANALYST

tats-Unis , Massachusetts , WORCESTERPermanent / RegularFinancePostuler

### DESCRIPTION DU POSTE 1

) The Senior Financial Analyst implements necessary policies, procedures and reports to ensure that the business is fully compliant with internal controls under both ICRF (Internal Control Reference Framework) and ITAC in the new QAD environment. 2) This Senior Financial Analyst works closely with the Controller to support plant controlling responsibilities. This role requires agility and aptitude to successfully manage multiple simultaneous priorities and projects to support a matrix of diverse customers. Focusing on continuous improvement and elimination of non-valued activities is key, along with strong sense of customer service. The role starts with a focus on internal controls and gradually moves more towards plant controlling once the internal controls are implemented.

### Essential Functions:

Partner with plant management, controllers and IT Teams to ensure that necessary internal controls are complied withWork closely with plant management and controller to increase plant efficiency and profitability - identify issues and proactively initiate analyses / solutions quickly and accurately, keeping in mind the requirements from GAAPManage the timely completion of the month-end financial close for the plants, demonstrating awareness of all elements of a plant's financial statements

### PROFIL RECHERCH

Bachelor's Degree in Accounting or Finance is required.Master's Degree, CPA, CMA, or MBA is preferred.A minimum of 3-5 years of experience in progressive cost accounting, controls and analysis experience within a manufacturing organization.Strong analytical skills are required to quickly grasp issues impacting the plant's financial resultsStrong communication & presentation skillsExcellent interpersonal skills with the ability to build relationships across plant and functional organizationsWant to challenge the status quo - always striving for continuous improvementStrong IT aptitude to deliver effective desktop reporting (paperless web-enabled environment), utilize business warehouse tools, Power BI, MicroStrategy and Excel is preferred. QAD knowledge would be highly preferable

### MENTION LGALE

Saint-Gobain provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Saint-Gobain is an equal opportunity employer of individuals with disabilities and supports the hiring of veterans.

# Appendix C - Data Sources and Calculations

## Lightcast Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.

## Occupation Data

Emsi occupation employment data are based on final Emsi industry data and final Emsi staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates are also affected by county-level Emsi earnings by industry.

## State Data Sources

This report uses state data from the following agencies: Connecticut Department of Labor; Commonwealth of Massachusetts, Mass.gov