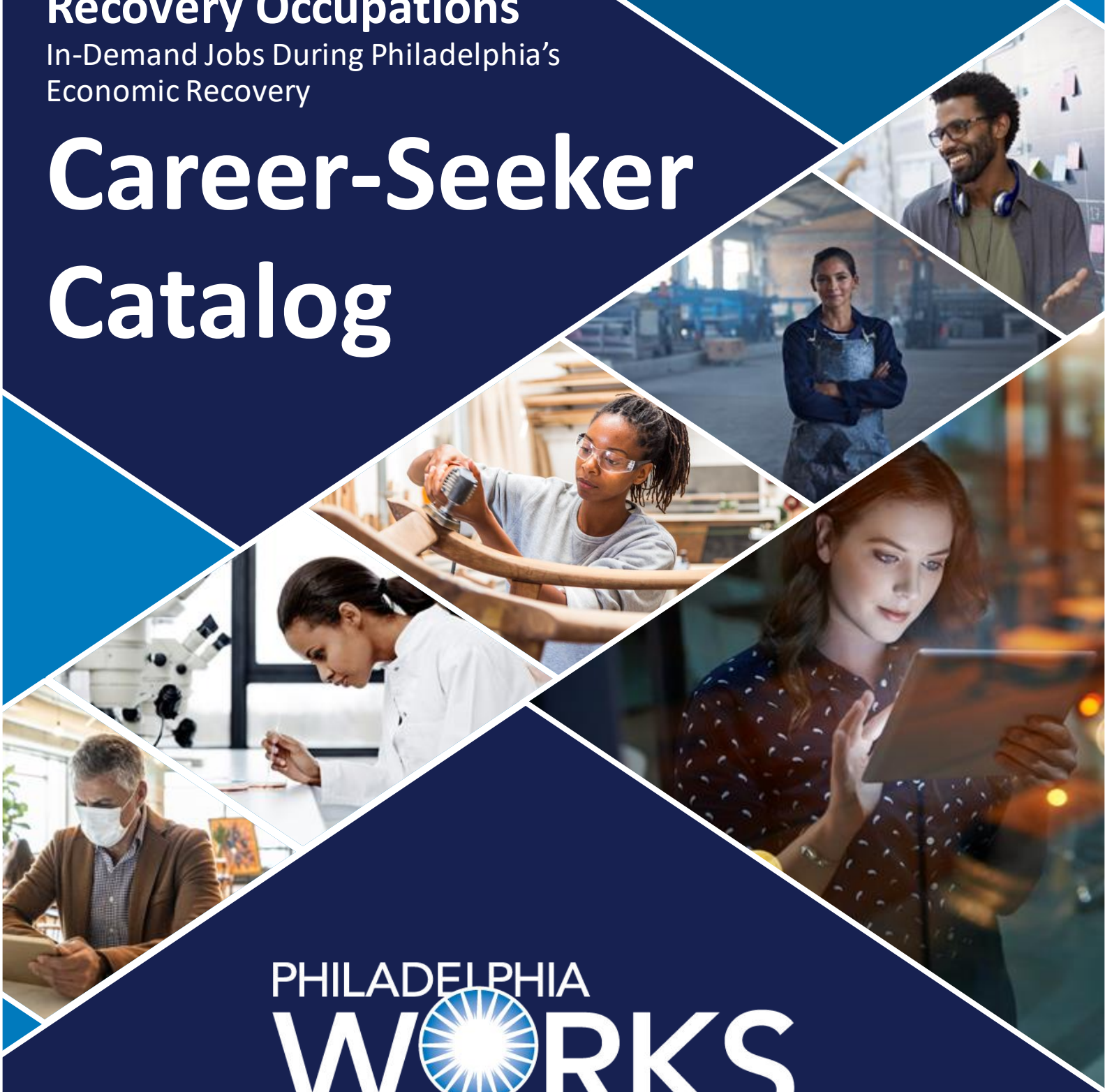


2023-24

Recovery Occupations

In-Demand Jobs During Philadelphia's
Economic Recovery

Career-Seeker Catalog



PHILADELPHIA
WORKS INC.

Building a Skilled and Thriving Workforce

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This [Career-Seeker Catalog](#) shares important information about the [Recovery Occupations](#) in the Philadelphia area. For each occupation, you can see details like what is required to apply for jobs and common employers who are hiring. You'll also see information that will help you to learn about these occupations. Use this information to help you job search and plan your next steps. Connect with your closest PA CareerLink® office to learn more about potential training opportunities.

What is a Recovery Occupation?

Recovery occupations are jobs that:

- ☑ Pay average of **\$15 or more an hour**
- ☑ Have not been impacted much during the COVID-19 pandemic
- ☑ Offer **opportunities for job growth**
- ☑ Require an **Associate's Degree or less** to apply
- ☑ Align with training opportunities
- ☑ Employers are **hiring now** to fill

As **Philadelphia's Workforce Development Board**, **Philadelphia Works** manages strategic investment of federal, state, local and private funding into job training and employment programming throughout the city and Southeastern Pennsylvania region.

Building a Stronger Workforce in Philadelphia

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Building a Skilled and Thriving Workforce

A photograph of a warehouse worker operating a forklift. The worker is silhouetted against a bright background, wearing a high-visibility vest. The forklift is positioned in front of a large white box labeled "V-Press 400". To the right, there are tall metal shelving units filled with boxes. The scene is dimly lit, with the primary light source coming from the background.

Transportation and Logistics

Light Truck Drivers

Job Description: You will drive a light vehicle, such as a truck or van, primarily to pick up merchandise or packages from a distribution center and deliver. You may load and unload vehicles. You will only drive locally.

Hourly Wages in Philadelphia



Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

A schedule of upcoming training opportunities is available on the [PA CareerLink® Philadelphia website](#).

Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Less than Two Years of Experience
- Driver's License
- Preferred: CDL Class A

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Driver Helper
- Store Driver

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Amazon
- UPS

Light Truck Drivers

Personality

People interested in this work like activities that include practical, hands-on problems and solutions.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Obey traffic laws and follow established traffic and transportation procedures.
- Turn in receipts and money received from deliveries.
- Read maps and follow written or verbal directions.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Customer Service
- Commercial Driving
- Repair
- Lifting Ability
- Post Trip Inspections
- Scheduling
- Vehicle Inspection

Foundational Skills

- Physical Abilities
- Communication Skills
- English language
- Organizational Skills
- Basic Computer Skills

Working Conditions

Individuals in this position spend a lot of time working outside and in vehicles.

They often use a telephone and are constantly in contact with other people.

Dispatchers

Job Description: You will schedule work crews, equipment, or service vehicles for various tasks. You will use a radio, telephone, or computer to transmit assignments. You will also create reports on work progress.

Hourly Wages in Philadelphia



Training and Employment Opportunities

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Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Less than Two Years of Experience

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Dispatcher

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Penn Medicine
- Healthfleet Ambulance

Dispatchers

Personality

People interested in this work like activities that include data, detail, and regular routines.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Monitor staff or equipment locations and availability to coordinate service and schedules.
- Schedule or dispatch work crews, equipment, or service vehicles to appropriate locations, according to customer requests, specifications, or needs, using radios or telephones.
- Oversee all communications within specifically assigned areas.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Customer Service
- Scheduling
- Customer Contact
- Data Entry
- Repair
- Appointment Setting
- Record Keeping
- Microsoft Office

Foundational Skills

- Communication Skills
- Basic Computer Skills
- Multi-Tasking
- Problem Solving
- Organizational Skills

Working Conditions

Individuals in this position spend a lot of time sitting, working in a team, and making decisions.

They often use a telephone or email and are constantly in contact with other people.

Warehouse Associates

Job Description: You will move freight, stock, luggage, or other materials by hand, or perform other general labor.

Hourly Wages in Philadelphia



Training and Employment Opportunities

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Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Less than Two Years of Experience
- Driver's License
- Preferred: Forklift Certification

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Warehouse Associate
- Warehouse Worker

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Amazon
- UPS

Warehouse Associates

Personality

People interested in this work like activities that include practical, hands-on problems and solutions.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Move freight, stock, or other materials to and from storage or production areas, loading docks, delivery vehicles, ships, or containers, by hand or using trucks, tractors, or other equipment.
- Sort cargo before loading and unloading.
- Attach labels to containers.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Forklift Operation
- Sorting
- Lifting Ability
- Scheduling
- Shipment Sorting
- Customer Service
- Packaging
- Hand Trucks

Foundational Skills

- Physical Abilities
- English language
- Detail-Oriented
- Communication Skills
- Organizational Skills

Working Conditions

Individuals in this position spend a lot of time working indoors, using their hands, and working in a team.

They often face time pressures and have face-to-face discussions.

Forklift Operator

Job Description: You will operate industrial trucks or tractors (Forklifts) equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location.

Hourly Wages in Philadelphia



Training and Employment Opportunities

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Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Less than Two Years of Experience
- Driver's License
- Forklift Certification

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Forklift Operator
- Forklift Driver

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- BJ's Wholesale
- XPO Logistics

Forklift Operator

Personality

People interested in this work like activities that include practical, hands-on problems and solutions.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Move levers or controls that operate forklifts, lift beams with swivel-hooks, hoists, or elevating platforms, to load, unload, transport, or stack material.
- Inspect product load for accuracy and safely move it around the warehouse.
- Load or unload materials from pallets, skids, platforms, cars, lifting devices, or other transport vehicles, by hand or with equipment.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Forklift Operation
- Lifting Ability
- Data Entry
- Inventory Management
- Machinery
- Packaging
- Inventory Control
- OSHA

Foundational Skills

- Physical Abilities
- Detail-Oriented
- English language
- Organizational Skills
- Communication Skills

Working Conditions

Individuals in this position spend a lot of time working in hot or cold temperatures, using their hands, and are often exposed to loud noises.

They often face time pressure and can be exposed to hazardous equipment.

Heavy and Tractor-Trailer Truck Drivers

Job Description: You will drive a tractor-trailer combination or a truck with a capacity of at least 26,001 pounds Gross Vehicle Weight (GVW). You may be required to unload the truck. You must have commercial drivers' license. You could work as a tow truck driver as well.

Hourly Wages in Philadelphia



Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

A schedule of upcoming training opportunities is available on the [PA CareerLink® Philadelphia website](#).

Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Two to Four Years of Experience
- CDL Class A
- Driver's License

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Driver
- Truck Driver

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Clean Harbors
- Carvana

Heavy and Tractor-Trailer Truck Drivers

Personality

People interested in this work like activities that include practical, hands-on problems and solutions.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Check vehicles to ensure that mechanical, safety, and emergency equipment is working.
- Follow appropriate safety procedures for transporting dangerous goods.
- Inspect loads to ensure that cargo is secure.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Truck Driving
- HAZMAT
- Commercial Driving
- Over the Road
- Customer Service
- Forklift Operation
- Post Trip Inspections
- Scheduling

Foundational Skills

- Physical Abilities
- English language
- Communication Skills
- Organizational Skills
- Teamwork
- Basic Computer Skills

Working Conditions

Individuals in this position spend a lot of time working outside and in vehicles.

They often face time pressures and may work long hours.

Airline Pilots, Copilots, and Flight Engineers

Job Description: You will pilot and navigate the flight of fixed-wing aircraft, usually on scheduled air carrier routes, for the transport of passengers and cargo. You must have a Federal Air Transport certificate and a rating for the specific aircraft type used. You may work regionally, nationally or internationally. You could eventually work as a flight instructor as well.

Hourly Wages in Philadelphia



Training and Employment Opportunities

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Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Less Than Two Years of Experience
- Airline Pilot License (IR)
- Driver's License

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Chief Pilot
- Commercial Airline Pilot

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Republic Airway
- General Dynamics

Airline Pilots, Copilots, and Flight Engineers

Personality

People interested in this work like activities that include practical, hands-on problems and solutions.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Use instrumentation to guide flights when visibility is poor.
- Start engines, operate controls, and pilot airplanes to transport passengers, mail, or freight, adhering to flight plans, regulations, and procedures.
- Work as part of a flight team with other crew members, especially during takeoffs and landings.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Federal Aviation Regulations
- Scheduling
- Flight Planning
- Aviation Security
- Safety
- Repair
- Customer Service

Foundational Skills

- Communication Skills
- Teamwork and Collaboration
- Planning
- Leadership

Working Conditions

Individuals in this position spend a lot of time working sitting and in enclosed vehicles.

Being exact or accurate is extremely important for this position.

Flight Attendants

Job Description: You will monitor safety of the aircraft cabin. You will also provide services to airline passengers, explain safety information, serve food and beverages, and respond to emergency incidents.

Hourly Wages in Philadelphia



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Less Than Two Years of Experience
- Driver's License

Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

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Job Titles for this Occupation

Workers in this occupation are commonly called:

- Airline Flight Attendant
- Flight Crew

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- American Airlines
- Republic Airways

Flight Attendants

Personality

People interested in this work like activities that include leading, making decisions, and business.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Verify that first aid kits and other emergency equipment, including fire extinguishers and oxygen bottles, are in working order.
- Announce and demonstrate safety and emergency procedures, such as the use of oxygen masks, seat belts, and life jackets.
- Monitor passenger behavior to identify threats to the safety of the crew and other passengers.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Federal Aviation Regulations
- Merchandising
- Guest Services
- Customer Service
- Scheduling
- Medical Emergencies
- Meal Serving

Foundational Skills

- Communication Skills
- Teamwork and Collaboration
- Physical Abilities
- Problem Solving

Working Conditions

Individuals in this position spend a lot of time in contact with others and public speaking.

Being responsible for others' health and safety is extremely important for this position.

Logisticians

Job Description: You will analyze and coordinate the ongoing logistical functions of a company. You will oversee the acquisition, distribution, internal allocation, delivery, and final disposal of resources.

Hourly Wages in Philadelphia



Training and Employment Opportunities

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Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- Bachelor's Degree
- Three to Five Years of Experience
- Preferred: American Production and Inventory Control Society (APICS) Certification

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Production Planner
- Supply Chain Analyst

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Johnson and Johnson
- Lockheed Martin

Logisticians

Personality

People interested in this work like activities that include leading, making decisions, and business.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Maintain and develop positive business relationships with a customer's key personnel involved in, or directly relevant to, a logistics activity.
- Develop an understanding of customers' needs and take actions to ensure that such needs are met.
- Manage subcontractor activities, reviewing proposals, developing performance specifications, and serving as liaisons between subcontractors and organizations.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Supply Chain Knowledge
- Logistics
- Supply Chain Management
- SAP
- Scheduling
- Enterprise Resource Planning
- Procurement

Foundational Skills

- Communication Skills
- Planning
- Teamwork and Collaboration
- Problem Solving

Working Conditions

Individuals in this position spend a lot of time making calls and responding to emails.

Being able to work with a group or team and be in contact with others is extremely important for this position.

Transportation Security Screeners

Job Description: You will conduct screening of passengers, baggage, or cargo to ensure compliance with Transportation Security Administration (TSA) regulations. You may operate basic security equipment such as x-ray machines and hand wands at screening checkpoints.

Hourly Wages in Philadelphia



Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

A schedule of upcoming training opportunities is available on the [PA CareerLink® Philadelphia website](#).

Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- Highs School Diploma or GED
- Less than Two Years of Experience
- Driver's License

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Screener
- Transportation Security Officers

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Transportation Security Administration

Transportation Security Screeners

Personality

People interested in this work like activities that include practical, hands-on problems and solutions.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Inspect carry-on items, using x-ray viewing equipment, to determine whether items contain objects that warrant further investigation.
- Search carry-on or checked baggage by hand when it is suspected to contain prohibited items such as weapons.
- Check passengers' tickets to ensure that they are valid, and to determine whether passengers have designations that require special handling, such as providing photo identification.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Customer Service
- Transportation Security
- Customer Contact
- Public Transit System
- Scheduling

Foundational Skills

- Teamwork and Collaboration
- Communication Skills
- Physical Abilities
- Detail-Oriented

Working Conditions

Individuals in this position spend a lot of time indoors and wearing protective or safety equipment.

Being able to work with unpleasant or angry people is very important for this position.

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PHILADELPHIA
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Building a Skilled and Thriving Workforce

A female scientist with dark, curly hair is smiling at the camera. She is wearing a white lab coat over a light blue shirt. A name tag on her lab coat identifies her as Dr. Faber MD from St. George Hospital. In the background, there are several computer monitors displaying complex medical data, including anatomical diagrams and charts. The overall scene is set in a professional laboratory or clinical environment.

Healthcare and Life Science

Medical Records Specialists

Job Description: You will gather, process, and maintain medical records of hospital and clinic patients. While doing this, you must follow ethical, legal, and regulatory requirements of the healthcare system. You will also use healthcare industry's coding system to classify healthcare concepts.

Hourly Wages in Philadelphia



Training and Employment Opportunities

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Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Two to Three Years of Experience
- Registered Health Information Technician
- Preferred: Professional Coder

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Medical Biller
- Medical Billing Specialist

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Penn Medicine
- Children's Hospital of Philadelphia

Medical Records Specialists

Personality

People interested in this work like activities that include data, detail, and regular routines.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Assign the patient to diagnosis-related groups (DRGs), using appropriate computer software.
- Compile and maintain patients' medical records to document condition and treatment and to provide data for research or cost control and care improvement efforts.
- Consult classification manuals to locate information about disease processes.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Medical Coding
- Medical Billing
- Customer Billing
- Medical Records
- Customer Service
- Health Information Technology
- Patient Care

Foundational Skills

- Communication Skills
- Detail-Oriented
- Teamwork
- Research
- Organizational Skills

Software Skills

- Microsoft Office
- ICD-10
- EPIC Systems

Working Conditions

Individuals in this position spend a lot of time sitting and working indoors.

They often use a telephone or email and are constantly in contact with other people.

Medical Assistants

Job Description: You will perform administrative and clinical duties under the direction of a healthcare provider. Your administrative duties may include scheduling appointments, maintaining medical records, and coding information for insurance purposes. Your clinical duties may include taking vital signs and medical histories, preparing patients for examination, drawing blood, and giving medications.

Hourly Wages in Philadelphia



Training and Employment Opportunities

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Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Less than Two Years of Experience
- Certified Medical Assistant
- Preferred: First Aid CPR AED

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Medical Assistant
- Certified Medical Assistant

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Penn Medicine
- Thomas Jefferson University

Medical Assistants

Personality

People interested in this work like activities that include helping people, teaching, and talking.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Record patients' medical history, vital signs, or test results in medical records.
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
- Interview patients to obtain medical information and measure their vital signs, weight, and height.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Patient Care
- Scheduling
- CPR
- Vital Signs Measurement
- Medical Assistance
- Appointment Setting
- Patient Preparation
- Electrocardiogram (EKG)

Foundational Skills

- Communication Skills
- Organizational Skills
- Basic Computer Skills
- Telephone Skills
- Teamwork

Software Skills

- Microsoft Excel
- ICD-9-CM Coding

Working Conditions

Individuals in this position spend a lot of time working indoors, dealing with customers or patients.

They often are in close proximity to others and are constantly in contact with other people.

EMTs and Paramedics

Job Description: You will assess injuries and illnesses and provide basic emergency medical care. You may transport injured or sick persons to hospitals or other medical facilities.

Hourly Wages in Philadelphia



Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

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Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Less than Two Years of Experience
- Emergency Medical Technician (EMT)
- Driver's License
- First Aid CPR AED

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Paramedic
- Emergency Medical Technician

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- American Medical Response, Inc.
- Thomas Jefferson University

EMTs and Paramedics

Personality

People interested in this work like activities that include practical, hands-on problems and solutions.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Administer medications, orally or by injection, or perform intravenous procedures.
- Administer first aid treatment or life support care to sick or injured persons.
- Judge the nature and extent of illness or injury to recommend medical procedures.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Administrative Support
- Scheduling
- Appointment Setting
- Customer Service
- Patient Care
- Medical Terminology
- Data Entry
- Secretarial Skills
- Microsoft Office

Foundational Skills

- Communication Skills
- Basic Computer Skills
- Telephone Skills
- Organizational Skills
- Multi-Tasking

Working Conditions

Individuals in this position spend a lot of time working outside, standing, and in enclosed vehicles. They are often exposed to hazardous conditions

They are constantly in contact with other people and must be able to work well in a team.

Orderlies

Job Description: In a hospital setting, you will move patients to operating rooms or x-ray rooms using wheelchairs, stretchers, or moveable beds. You may maintain stocks of supplies or clean and transport equipment.

Hourly Wages in Philadelphia



Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

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Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Less than Two Years of Experience

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Patient Transporter
- Patient Escort

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Penn Medicine
- Thomas Jefferson University

Orderlies

Personality

People interested in this work like activities that include data, detail, and regular routines.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Lift or help move patients on or off beds, examination tables, surgical tables, or stretchers.
- Transport patients to operating rooms or other areas, using wheelchairs, stretchers, or moveable beds.
- Disinfect or sterilize equipment or supplies, using germicides or sterilizing equipment.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Patient Transportation and Transfer
- CPR
- Patient Care
- Medical Assistance
- Vital Signs Measurement
- Customer Service
- Electrocardiogram (EKG)

Foundational Skills

- Troubleshooting
- Physical Abilities
- Communication Skills
- Basic Computer Skills
- Detail-Oriented

Working Conditions

Individuals in this position typically work inside. They spend most of their time standing and walking.

They are often in close proximity to other people and may be exposed to disease or infections.

Nursing Assistants

Job Description: You will provide or assist with basic care under the direction licensed nursing staff. You will perform duties such as monitoring health, feeding, bathing, dressing, grooming, or movement of patients in a health or nursing facility. You may conduct medication administration and other health-related tasks.

Hourly Wages in Philadelphia



Training and Employment Opportunities

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Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Less than Two Years of Experience
- Certified Nursing Assistant

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Certified Nursing Assistant

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Penn Medicine
- Thomas Jefferson University

Nursing Assistants

Personality

People interested in this work like activities that include helping people, teaching, and talking.

Want to Learn More?

*[Click Here to Watch a Video
about this Career](#)*

On the job, you would:

- Turn or reposition bedridden patients.
- Answer patient call signals, signal lights, bells, or intercom systems to determine patients' needs.
- Feed patients or assist patients to eat or drink.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Patient Care
- Activities of Daily Living (ADLS)
- CPR
- Vital Signs Measurement
- Home Health
- Scheduling
- Phlebotomy

Foundational Skills

- Communication Skills
- English language
- Basic Computer Skills
- Teamwork
- Physical Abilities

Working Conditions

Individuals in this position typically work inside. They spend most of their time standing and walking.

They are often in close proximity to other people and may be exposed to disease or infections.

Licensed Practical and Vocational Nurses

Job Description: You will care for sick, injured, or recovering patients in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. You may work under the supervision of a registered nurse.

Hourly Wages in Philadelphia



Training and Employment Opportunities

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Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Two Years of Experience
- Licensed Practical Nurse (LPN)

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Licensed Practical Nurse

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Bayada Home Health
- Penn Medicine

Licensed Practical and Vocational Nurses

Personality

People interested in this work like activities that include helping people, teaching, and talking.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Chart and report changes in patients' conditions, such as negative reactions to medication or treatment, and taking any necessary action.
- Measure and record patients' vital signs, such as height, weight, temperature, blood pressure, pulse, or respiration.
- Administer prescribed medications or start intravenous fluids, noting times and amounts on patients' charts.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- CPR
- Patient Care
- Home Health
- Medication Administration
- Treatment Planning
- Scheduling
- Care Planning
- Long-Term Care

Foundational Skills

- Communication Skills
- Teamwork
- Problem Solving
- Organizational Skills
- English language

Working Conditions

Individuals in this position typically work inside. They spend about half of their time standing and walking.

They are often in close proximity to other people and may be exposed to disease or infections.

Registered Nurses

Job Description: You will assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. You will administer nursing care to ill, injured, or disabled patients. You may advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required.

Hourly Wages in Philadelphia



Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

A schedule of upcoming training opportunities is available on the [PA CareerLink® Philadelphia website](#).

Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- Associate's or Bachelor's Degree in Nursing
- Less than Two Years of Experience
- Registered Nursing Certification

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Registered Nurse

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Penn Medicine
- Thomas Jefferson University

Registered Nurses

Personality

People interested in this work like activities that include helping people, teaching, and talking.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Record patients' medical information and vital signs.
- Administer medications to patients and monitor patients for reactions or side effects.
- Maintain accurate, detailed reports and records.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Patient Care
- CPR
- Advanced Cardiac Life Support
- Treatment Planning
- Acute Care
- Case Management
- Home Health

Foundational Skills

- Communication Skills
- Planning
- Teamwork
- Research
- Basic Computer Skills

Working Conditions

Individuals in this position typically work inside. They spend about half of their time standing and walking.

They are often in close proximity to other people and may be exposed to disease or infections.

Respiratory Therapists

Job Description: You will assess, treat, and care for patients with breathing disorders. You will assume primary responsibility for all respiratory care, including the supervision of respiratory therapy technicians. You will start and continue therapeutic procedures and maintain patient records.

Hourly Wages in Philadelphia



Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

A schedule of upcoming training opportunities is available on the [PA CareerLink® Philadelphia website](#).

Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- Associate's Degree in Respiratory Therapy
- Less than Two Years of Experience
- Registered Respiratory Therapist Certification

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Respiratory Therapist

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Penn Medicine
- Children's Hospital of Philadelphia

Respiratory Therapists

Personality

People interested in this work like activities that include helping people, teaching, and talking.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Record patients' medical information and vital signs.
- Provide medications to patients and monitor patients for reactions or side effects.
- Maintain accurate, detailed reports and records.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Respiratory Therapy
- Advanced Cardiac Life Support
- Patient Care
- Critical Care
- Treatment Planning
- CPR
- Life Support

Foundational Skills

- Communication Skills
- Research
- Teamwork
- Problem Solving
- Planning

Working Conditions

Individuals in this position typically work inside. They spend about half of their time standing and walking.

They are often in close proximity to other people and may be exposed to disease or infections.

Phlebotomists

Job Description: You will draw blood for tests, transfusions, donations, or research. You may explain the procedure to patients and assist in the recovery of patients with negative reactions.

Hourly Wages in Philadelphia



Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

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Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Less than Two Years of Experience
- Phlebotomy Certification

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Phlebotomist

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Penn Medicine
- Quest Diagnostics

Phlebotomists

Personality

People interested in this work like activities that include data, detail, and regular routines.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Dispose of used needles, following state laws and policies.
- Organize or clean blood-drawing trays, making sure that all instruments are clean.
- Draw blood from veins by vacuum tube, syringe, or butterfly venipuncture methods.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Phlebotomy
- Venipuncture
- Blood Collection
- Laboratory Testing
- Specimen Collection
- Blood Draws
- Customer Service
- Patient Interaction

Foundational Skills

- Communication Skills
- Research
- Telephone Skills
- Detail-Oriented
- Teamwork

Working Conditions

Individuals in this position typically work inside. They spend much of their time standing and walking.

They are often in close proximity to other people and may be exposed to disease or infections.

Surgical Technologists

Job Description: You will assist in surgeries, under the supervision of surgeons, registered nurses, or other healthcare providers. You may help set up operating rooms, prepare and move patients for surgery, adjust lights and equipment, and supplies to. You may hold retractors, cut sutures, and help count sponges, needles, supplies, and instruments.

Hourly Wages in Philadelphia



Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

A schedule of upcoming training opportunities is available on the [PA CareerLink® Philadelphia website](#).

Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Less than Two Years of Experience
- Certified Surgical Technician

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Phlebotomist

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Penn Medicine
- Thomas Jefferson University

Surgical Technologists

Personality

People interested in this work like activities that include practical, hands-on problems and solutions.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Maintain a clean area during surgical procedures.
- Count sponges, needles, and instruments before and after operation.
- Scrub arms and hands and assist the surgical team to scrub and put on gloves, masks, and surgical clothing.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Surgery
- Patient Care
- Surgical Technology
- Aseptic Technique
- Sterile Procedures
- CPR
- Cleaning
- Surgical Procedure

Foundational Skills

- Teamwork
- Research
- Communication Skills
- English language
- Organizational Skills

Working Conditions

Individuals in this position typically work inside. They spend much of their time standing and walking.

They are often in close proximity to other people and may be exposed to disease or infections.

Pharmacy Technicians

Job Description: You will prepare medications under the direction of a pharmacist. You may measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders.

Hourly Wages in Philadelphia



Training and Employment Opportunities

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Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Less than Two Years of Experience
- Certified Pharmacy Technician

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Pharmacy Technician

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Penn Medicine
- CVS Health

Pharmacy Technicians

Personality

People interested in this work like activities that include data, detail, and regular routines.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Receive written prescription or refill requests and make sure that information is complete and accurate.
- Enter prescription information into computer.
- Keep and organize patient profiles, including lists of medications taken by individual patients.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Customer Service
- Retail Industry Knowledge
- Customer Contact
- Prescription Filling
- Legal Compliance
- Insurance Knowledge
- Transcription
- Customer Billing
- Microsoft Office

Foundational Skills

- Communication Skills
- Typing
- Problem Solving
- Teamwork
- Physical Abilities

Working Conditions

Individuals in this position typically work inside. They spend most of their time standing and walking.

They are often in close proximity to other people. Face-to-face conversations and customer service are important.

Medical and Clinical Laboratory Technicians

Job Description: You will perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease.

Hourly Wages in Philadelphia



Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

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Required to Apply

Employers in Philadelphia are looking for people with:

- Associate's Degree Required, Bachelor's Degree Preferred
- Less than Two Years of Experience

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Laboratory Technician
- Laboratory Assistant

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Penn Medicine
- Children's Hospital of Philadelphia

Medical and Clinical Laboratory Technicians

Personality

People interested in this work like activities that include practical, hands-on problems and solutions.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Conduct chemical analyses of body fluids, such as blood or urine, using microscope or automatic analyzer to detect diseases and enter findings into computer.
- Analyze the results of tests or experiments, using special mechanical or electrical devices.
- Set up, maintain, and clean medical laboratory equipment.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Chemistry
- Quality Assurance and Control
- Phlebotomy
- Biology
- Laboratory Equipment
- Laboratory Testing
- Patient Care
- Microsoft Office

Foundational Skills

- Communication Skills
- Research
- Organizational Skills
- Physical Abilities
- Basic Computer Skills

Working Conditions

Individuals in this position typically work inside. They spend about half of their time sitting.

Face-to-face conversations, decision-making, and attention to detail are important.

Magnetic Resonance Imaging Technologists

Job Description: You will operate Magnetic Resonance Imaging (MRI) scanners. You will monitor patient safety and comfort, and view images being scanned to ensure quality of pictures. As part of preparation, you might administer IV's. You may interview patients, explain MRI procedures, and position patients on examining table. You also may enter patient and MRI scan data into the computer.

Hourly Wages in Philadelphia



Required to Apply

Employers in Philadelphia are looking for people with:

- Associate's Degree Required,
- Less than Two Years of Experience

Training and Employment Opportunities

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Job Titles for this Occupation

Workers in this occupation are commonly called:

- MRI Technologist
- CT Technologist

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Penn Medicine
- Children's Hospital of Philadelphia

Magnetic Resonance Imaging Technologists

Personality

People interested in this work like activities that include practical, hands-on problems and solutions.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Operate magnetic resonance imaging (MRI) scanners.
- Select appropriate imaging techniques or coils to produce required images.
- Intravenously inject contrast dyes, such as gadolinium contrast, in accordance with scope of practice.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Radiologic Technology
- Radiology
- CPR
- Patient Care
- Anatomy
- Diagnostic Imaging
- CAT Scan
- Information Systems

Foundational Skills

- Communication Skills
- Teamwork and Collaboration
- Organizational Skills
- Research

Software Skills

- General Microsoft Office

Working Conditions

Individuals in this position typically work inside and are exposed to distracting sounds and noise levels.

Face-to-face conversations and attention to detail are important for this position.

Medical Equipment Preparers

Job Description: You will prepare, sterilize, install, or clean laboratory or healthcare equipment. You may perform routine laboratory tasks and operate or inspect equipment.

Hourly Wages in Philadelphia



Training and Employment Opportunities

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Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED, plus Post-Secondary Certificate
- Less than Two Years of Experience

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Sterile Process Technician
- Sterilization Technician

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Penn Medicine
- Virtua Health

Medical Equipment Preparers

Personality

People interested in this work like activities that include practical, hands-on problems and solutions.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Operate and maintain steam autoclaves, keeping records of loads completed, items in loads, and maintenance procedures performed.
- Clean instruments to prepare them for sterilization.
- Record sterilizer test results.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Sterile Procedures and Techniques
- Cleaning
- Surgical Instruments
- Patient Care
- Packaging
- Aseptic Technique
- Infection Control

Foundational Skills

- Communication Skills
- Teamwork and Collaboration
- Organizational Skills
- Computer Literacy

Software Skills

- General Microsoft Office

Working Conditions

Individuals in this position typically work inside and are often communicating on the phone.

Wearing common safety equipment is important due to exposure to contaminants.

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Building a Skilled and Thriving Workforce

Information Technology

Software Developers and Testers

Job Description: You will develop and execute software tests to identify software problems and their causes.. You will document software and application defects using a bug tracking system and report defects to software or web developers. You may participate in software design reviews to provide input on functional requirements, operational characteristics, product designs, and schedules.

Hourly Wages in Philadelphia



Training and Employment Opportunities

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Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- Bachelor's Degree in Computer Science
- Three to Five Years of Experience

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Quality Assurance Analyst
- Quality Assurance Engineer

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- JP Morgan Chase
- Comcast

Software Developers and Testers

Personality

People interested in this work like activities that include ideas, thinking, and figuring things out.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Create test plans, scenarios, scripts, or procedures.
- Document software problems, using a bug tracking system, and report problems to software developers.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Quality Assurance and Control
- Software Development
- Software Testing
- Automated Testing
- Software Quality Assurance
- Application Lifecycle Management

Foundational Skills

- Communication
- Writing
- Planning
- Problem Solving
- Teamwork

Software Skills

- SQL
- Selenium
- Java

Working Conditions

Individuals in this position spend a lot of time working indoors, sitting, and having face-to-face conversations.

They often use email to communicate and must be able to work well in a team.

Computer Network Support Specialists

Job Description: You will analyze and test existing network systems, such as local area networks (LAN), wide area networks (WAN), cloud networks, servers, and other data communications networks. You will perform network maintenance to ensure networks operate correctly with minimal interruption.

Hourly Wages in Philadelphia



Training and Employment Opportunities

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Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- Bachelor's Degree in Computer Science
- Three to Five Years of Experience

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Network Technician
- Network Support

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- SAP
- TD Bank

Computer Network Support Specialists

Personality

People interested in this work like activities that include practical, hands-on problems and solutions.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Back up network data.
- Configure security settings or access for groups or individuals.
- Analyze and report computer network security breaches or attempted breaches.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Technical Support
- Customer Service
- Network Support
- Project Management
- Network Administration
- Routers
- Hardware and Software Installation

Foundational Skills

- Communication Skills
- Typing
- Problem Solving
- Teamwork
- Physical Abilities

Software Skills

- Microsoft Windows
- SQL
- Linux

Working Conditions

Individuals in this position spend a lot of time working indoors, sitting, and having face-to-face conversations.

They often use email to communicate and must be able to work well in a team.

Computer User Support Specialists

Job Description: You will provide technical assistance to computer users. You will answer questions or fix computer problems for clients in person, via telephone, or electronically.

You may help with the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

Hourly Wages in Philadelphia



Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

A schedule of upcoming training opportunities is available on the [PA CareerLink® Philadelphia website](#).

Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- Bachelor's Degree in Computer Science or Vocational Training
- Less than Two Years of Experience
- Certified A+ Technician is often required

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Desktop Support Analyst
- Help Desk Analyst

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Best Buy
- University of Pennsylvania

Computer User Support Specialists

Personality

People interested in this work like activities that include practical, hands-on problems and solutions.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Answer user questions regarding computer software or hardware operation to fix problems.
- Oversee the daily performance of computer systems.
- Read technical manuals, speak with users, or conduct computer tests to find and fix problems.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Technical Support
- Customer Service
- Help Desk Support
- Repair
- Printers
- IT Support
- Hardware and Software Installation

Foundational Skills

- Troubleshooting
- Communication Skills
- Problem Solving
- Teamwork
- Detail-Oriented

Software Skills

- Microsoft Windows
- SQL
- Linux

Working Conditions

Individuals in this position spend a lot of time working indoors, sitting, and having face-to-face conversations.

They often use email to communicate and are in constant contact with other people.

Computer Systems Analysts

Job Description: You will analyze science, engineering, business, and other data processing problems to develop and implement solutions to complex applications problems, system administration issues, or network concerns. You will perform systems management and integration functions, improve existing computer systems, and review computer system capabilities, workflow, and schedule limitations. You analyze or recommend commercially available software.

Hourly Wages in Philadelphia



Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

A schedule of upcoming training opportunities is available on the [PA CareerLink® Philadelphia website](#).

Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- Bachelor's Degree in Computer Science or Related Field
- Three to Five Years of Experience
- Certifications May Be Industry Specific

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Business Systems Analyst
- Systems Analyst

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Deloitte
- Excelon

Computer Systems Analysts

Personality

People interested in this work like activities that include ideas, thinking, and figuring things out.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Test, maintain, and monitor computer programs and systems, including coordinating the installation of computer programs and systems.
- Troubleshoot program and system malfunctions to restore normal functioning.
- Expand or modify system to serve new purposes or improve workflow.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Project Management
- Business Process
- Systems Analysis
- Business Analysis
- Software Development
- Customer Service
- Quality Assurance and Control

Foundational Skills

- Communication Skills
- Teamwork
- Problem Solving
- Planning
- Troubleshooting

Software Skills

- SQL
- Systems Analysis
- Microsoft Excel

Working Conditions

Individuals in this position spend a lot of time working indoors, sitting, and having face-to-face conversations.

They often use email and telephone to communicate and must be able to work well in a team.

Database Administrators and Architects

Job Description: You will administer, test, and implement computer databases, applying knowledge of database management systems. You will coordinate changes to computer databases. In addition, you will identify, investigate, and resolve database performance issues, database capacity, and database scalability. You may plan, coordinate, and implement security measures to safeguard computer databases.

Hourly Wages in Philadelphia



Required to Apply

Employers in Philadelphia are looking for people with:

- Bachelor's Degree in Computer Science or Related Field
- Three to Five Years of Experience

Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

A schedule of upcoming training opportunities is available on the [PA CareerLink® Philadelphia website](#).

Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Job Titles for this Occupation

Workers in this occupation are commonly called:

- Data Engineer
- Database Administrator

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Comcast
- Deloitte

Database Administrators and Architects

Personality

People interested in this work like activities that include data, detail, and regular routines.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Test programs or databases, correct errors, and make necessary changes.
- Plan, coordinate, and implement security measures to safeguard information in computer files against accidental or unauthorized damage, change or disclosure.
- Modify existing databases and database management systems or direct programmers and analysts to make changes.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Database Administration
- Extraction, Transformation, and Loading (ETL)
- Data Warehousing
- Big Data
- Performance Tuning
- Database Design
- Data Modeling

Foundational Skills

- Communication Skills
- Troubleshooting
- Problem Solving
- Teamwork
- Writing

Software Skills

- SQL
- Oracle
- Python

Working Conditions

Individuals in this position spend a lot of time working indoors, sitting, and having face-to-face conversations.

They often use email and telephone to communicate and must be able to work well in a team.

Audio and Video Technicians

Job Description: You will set up, maintain, and dismantle audio and video equipment, such as microphones, sound speakers, connecting wires and cables, sound and mixing boards, video cameras, video monitors, and related electronic equipment. You will work at live or recorded events, such as concerts, meetings, conventions, presentations, podcasts, news conferences, and sporting events.

Hourly Wages in Philadelphia



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Less Than Two Years of Experience
- Driver's License

Training and Employment Opportunities

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Job Titles for this Occupation

Workers in this occupation are commonly called:

- AV Technician

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- University of Pennsylvania
- Live Nation Worldwide

Audio and Video Technicians

Personality

People interested in this work like activities that include practical, hands-on problems and solutions.

Want to Learn More?

*Click Here to Watch a Video
about this Career*

On the job, you would:

- Notify supervisors when major equipment repairs are needed.
- Diagnose and resolve media system problems.
- Direct and coordinate activities of assistants and other personnel during production.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Repair
- Video Conferencing
- Scheduling
- Cabling
- Wiring
- Video Production
- Multimedia
- Technical Support

Foundational Skills

- Troubleshooting
- Communication Skills
- Physical Abilities
- Organizational Skills

Software Skills

- General Microsoft Office

Working Conditions

Individuals in this position spend a lot of time working with a group or team, mostly indoors.

Coordinating with others, maintaining records or documents, and coordinating activities of production personnel are all important in this position.

Telecommunications Equipment Installers and Repairers

Job Description: You will install, set up, rearrange, or remove switching, distribution, routing, and dialing equipment used in central offices or headends. You will service or repair telephone, cable television, Internet, and other communications equipment on customers' property. You may install communications equipment or communications wiring in buildings.

Hourly Wages in Philadelphia



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Less than Two Years of Experience

Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

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Job Titles for this Occupation

Workers in this occupation are commonly called:

- Field Technician
- Telecommunications Technician

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Dish Network
- Medscope

Telecommunications Equipment Installers

Personality

People interested in this work like activities that include data, detail, and regular routines.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Test programs or databases, correct errors, and make necessary changes.
- Plan, coordinate, and implement security measures to safeguard information in computer files against accidental or unauthorized damage, change or disclosure.
- Modify existing databases and database management systems or direct programmers and analysts to make changes.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Repair
- Telecommunications
- Customer Service
- Hand Tools
- Lifting
- Wiring Cabling
- Scheduling

Foundational Skills

- Troubleshooting
- Physical Abilities
- Communication Skills
- Computer Literacy
- Detail-Oriented

Software Skills

- Driver's License

Working Conditions

Individuals in this position spend a lot of time working indoors, sitting, and having face-to-face conversations.

They often use email and telephone to communicate and must be able to work well in a team.

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The background of the entire page is a photograph of a modern office. A woman with long dark hair, wearing a teal patterned shirt and jeans, is standing and gesturing with her hands while talking to a man. The man is bald with a beard, wearing a blue button-down shirt, and is holding a small object in his hand. They are standing in front of a glass wall that has several colorful sticky notes (purple, green, pink) attached to it with string. The text 'PHILADELPHIA WORKS INC.' is overlaid on the top part of the image, with 'WORKS' being the largest word and featuring a sunburst icon in the letter 'O'. Below it, the tagline 'Building a Skilled and Thriving Workforce' is written in a smaller font. At the bottom, a dark blue horizontal band contains the text 'Business and Professional Services' in white.

PHILADELPHIA

WORKS INC.

Building a Skilled and Thriving Workforce

**Business and Professional
Services**

Real Estate Sales Agents

Job Description: You will rent, buy, or sell property for clients. You will perform duties such as study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up real estate contracts. You could represent buyers as an agent.

Hourly Wages in Philadelphia



Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

A schedule of upcoming training opportunities is available on the [PA CareerLink® Philadelphia website](#).

Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED plus Post-Secondary Certificate
- Less than Two Years of Experience
- Real Estate Certification (IR)

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Real Estate Agent
- Leasing Consultant

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Realtors
- Berkshire Hathaway

Real Estate Sales Agents

Personality

People interested in this work like activities that include leading, making decisions, and business.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Prepare documents such as representation contracts, purchase agreements, closing statements, deeds, and leases.
- Present purchase offers to sellers for consideration.
- Act as an intermediary in negotiations between buyers and sellers, generally representing one or the other.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Sales
- Customer Service
- Real Estate Sales
- Leasing
- Market Strategy
- Real Estate Experience
- Mediation
- Marketing Materials

Foundational Skills

- Communication Skills
- Creativity
- Detail Oriented
- Organizational Skills
- Writing

Software Skills

- Microsoft Excel

Working Conditions

Individuals in this position spend a lot of time communicating via telephone and email and must maintain interpersonal relationships.

Being able to work in a competitive environment, negotiate and resolve conflicts is very important.

Human Resources Specialist

Job Description: You will recruit, screen, interview, or place individuals within an organization. May perform other activities in multiple human resources areas.

Hourly Wages in Philadelphia



Required to Apply

Employers in Philadelphia are looking for people with:

- Bachelor's Degree
- Less than Two Years of Experience

Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

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Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Job Titles for this Occupation

Workers in this occupation are commonly called:

- Recruiter
- Human Resources Generalist

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- TD Bank
- Comcast

Human Resources Specialist

Personality

People interested in this work like activities that include leading, making decisions, and business.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- Hire employees and process hiring-related paperwork.
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Recruiting
- Onboarding
- Scheduling
- Applicant Tracking
- Talent Acquisition
- Social Media
- Customer Service
- Employee Relations
- Microsoft Office

Foundational Skills

- Communication Skills
- Organizational Skills
- Teamwork
- Building Effective Relationships

Working Conditions

Individuals in this position spend a lot of time working indoors, sitting, and having face-to-face conversations.

They often use email and telephone to communicate and must be able to work with external customers.

Market Research Analysts and Marketing Specialists

Job Description: You will research conditions in local, regional, national, or online markets. You will gather information to determine potential sales or plan a marketing or advertising campaign. You may gather information on competitors, prices, sales, and methods of marketing and distribution. You may employ search marketing tactics, analyze web metrics, and develop recommendations to increase search engine ranking and visibility to target markets.

Hourly Wages in Philadelphia



Training and Employment Opportunities

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Required to Apply

Employers in Philadelphia are looking for people with:

- Bachelor's Degree in Marketing, Business, or Communications
- Less than Two Years of Experience

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Marketing Coordinator
- Marketing Assistant

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- JP Morgan Chase
- Deloitte

Market Research Analysts and Marketing Specialists

Personality

People interested in this work like activities that include ideas, thinking and figuring things out.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Prepare reports of findings, illustrating data graphically and translating complex findings into written text.
- Collect and analyze data on customer demographics, preferences, needs, and buying habits to identify potential markets and factors affecting product demand.
- Conduct research on consumer opinions and marketing strategies, collaborating with marketing professionals, statisticians, pollsters, and other professional

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Marketing
- Social Media
- Project Management
- Sales
- Customer Service
- Digital Marketing
- Budgeting
- Business Development

Foundational Skills

- Communication Skills
- Creativity
- Organizational Skills
- Teamwork
- Detail Oriented

Software Skills

- Microsoft Excel, Word and PowerPoint
- Facebook
- Adobe Creative Suite

Working Conditions

Individuals in this position spend a lot of time gathering information, analyzing data and interpreting information to others.

Being exact or accurate, processing information, and making decisions independently are important to this position.

Accountants and Auditors

Job Description: You will examine, analyze, and interpret accounting records to prepare financial statements. You will give advice, audit, and evaluate statements prepared by others. You will install or advise on systems of recording costs or other financial and budgetary data.

Hourly Wages in Philadelphia



Training and Employment Opportunities

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Required to Apply

Employers in Philadelphia are looking for people with:

- Bachelor's Degree plus Certification
- Three to Five Years of Experience
- Certified Public Accountant (CPA)
- Certified information Systems Auditor (CISA)

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Staff Accountant
- Senior Accountant

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- KPMG
- Intuit

Accountants and Auditors

Personality

People interested in this work like activities that include data, detail and regular routines.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Prepare detailed reports on audit findings.
- Report to management about asset utilization and audit results, and recommend changes in operations and financial activities.
- Collect and analyze data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Accounting
- Account Reconciliation
- Budgeting
- General Ledger
- Financial Statements
- Generally Accepted Accounting Principles (GAAP)

Foundational Skills

- Communication Skills
- Detail-Orientated
- Organizational Skills
- Research
- Problem

Software Skills

- Microsoft Excel
- General Microsoft Office
- Enterprise Resource Planning

Working Conditions

Individuals in this position spend a lot of time working with computers, gathering and evaluating information to determine compliance with standards.

Being exact or accurate is very important in this position.

Meeting, Convention and Event Planners

Job Description: You will coordinate activities of staff, convention personnel, or clients to make arrangements for group meetings, events, or conventions.

Hourly Wages in Philadelphia



Required to Apply

Employers in Philadelphia are looking for people with:

- Bachelor's Degree
- Less Than Two Years of Experience
- Driver's License

Training and Employment Opportunities

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Job Titles for this Occupation

Workers in this occupation are commonly called:

- Event Coordinator
- Event Manager

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- University of Pennsylvania
- Marriot International

Meeting, Convention and Event Planners

Personality

People interested in this work like activities that include making decisions, leading and business.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Consult with customers to determine objectives and requirements for events, such as meetings, conferences, and conventions.
- Review event bills for accuracy and approve payment.
- Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing and event security.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Event Planning
- Budgeting
- Customer Service
- Scheduling
- Event Management
- Project Management
- Sales
- Social Media

Foundational Skills

- Planning
- Communication Skills
- Organizational Skills
- Detail Oriented
- Creativity

Software Skills

- General
Microsoft Office

Working Conditions

Individuals in this position spend a lot of time working with computers, gathering and evaluating information to determine compliance with standards.

Being exact or accurate is very important in this position.

Project Management Specialists

Job Description: You will analyze and coordinate the schedule, timeline, procurement, staffing, and budget of a product or service on a per project basis. You will lead and guide the work of technical staff. You may serve as a point of contact for the client or customer.

Hourly Wages in Philadelphia



Training and Employment Opportunities

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Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- Bachelor's Degree
- Three to Five Years of Experience
- Project Management Professional (PMP)

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Business Analyst
- Project Manager

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Target
- Accenture

Project Management Specialists

Personality

People interested in this work like activities that include ideas, thinking and figuring things out.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Assign duties or responsibilities to project personnel.
- Communicate with key stakeholders to determine project requirements and objectives.
- Confer with project personnel to identify and resolve problems.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Project Management
- Customer Service
- Scheduling
- Sales
- Change Management
- Key Performance Indicators
- Data Analysis

Foundational Skills

- Communication Skills
- Microsoft Excel
- Teamwork and Collaboration
- Organization Skills

Software Skills

- Microsoft Excel
- General Microsoft Office

Working Conditions

Individuals in this position spend a lot of time working with computers, communicating with key stakeholders and presenting on project status.

Being analytical and a strong communicator are both important to this position.

Receptionists and Information Clerks

Job Description: You will answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities conducted at establishment and location of departments, offices, and employees within the organization.

Hourly Wages in Philadelphia



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Less Than Two Years of Experience

Training and Employment Opportunities

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Job Titles for this Occupation

Workers in this occupation are commonly called:

- Receptionist
- Front Desk Clerk

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Walgreens
- LA Fitness
- Allied Universal
- Genesis Healthcare

Receptionists and Information Clerks

Personality

People interested in this work like activities that include data, detail and regular routines.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Operate telephone switchboard to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments.
- Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- Schedule appointments and maintain and update appointment calendars.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Administrative Support
- Customer Service
- Scheduling
- Appointment Setting
- Data Entry
- Mail Sorting
- Mailing
- Clerical Duties

Foundational Skills

- Communication Skills
- Telephone Skills
- Organizational Skills
- Multi-Tasking
- Computer Literacy

Software Skills

- General Microsoft Office

Working Conditions

Individuals in this position spend a lot of time on the phone, in contact with others and external customers.

Organization, scheduling, and communicating with supervisors, peers and subordinates is important in this position.

Electrical Engineers

Job Description: You will research, design, develop, test, or supervise the manufacturing and installation of electrical equipment, components, or systems for commercial, industrial, military, or scientific use.

Hourly Wages in Philadelphia



Required to Apply

Employers in Philadelphia are looking for people with:

- Bachelor's Degree
- Three to Five Years of Experience

Training and Employment Opportunities

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Job Titles for this Occupation

Workers in this occupation are commonly called:

- Controls Engineer
- Electrical Design Engineer

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Excelon
- Lockheed Martin

Electrical Engineers

Personality

People interested in this work like activities that include ideas, thinking, and figuring things out.

Want to Learn More?

*Click Here to Watch a Video
about this Career*

On the job, you would:

- Operate computer-assisted engineering or design software or equipment to perform engineering tasks.
- Prepare technical drawings, specifications of electrical systems, or topographical maps to ensure that installation and operations conform to standards and customer requirements.
- Confer with engineers, customers, or others to discuss existing or potential engineering projects or products.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Electrical Engineering
- Budgeting
- Project Management
- AutoCAD
- Scheduling
- Electrical Design
- Electrical Systems
- Calculation

Foundational Skills

- Communication Skills
- Troubleshooting
- Problem Solving
- Teamwork and Collaboration

Software Skills

- AutoCAD
- General Microsoft Office

Working Conditions

Individuals in this position spend a lot of time working with computers, analyzing data, making decisions and solving problems.

Face to face discussions, working in a team, and analyzing data are very important in this position.

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Building a Skilled and Thriving Workforce

Manufacturing and Construction

Operating Engineers and Other Construction Equipment Operators

Job Description: You will operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, pumps, derricks, and tractors to move objects, set up structures, or pour concrete. You may repair and maintain equipment in addition to other duties.

Hourly Wages in Philadelphia



Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

A schedule of upcoming training opportunities is available on the [PA CareerLink® Philadelphia website](#).

Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Two Years of Experience
- Driver's License
- Licensing Depends on Equipment Used

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Heavy Equipment Operator
- Operating Engineer

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- City of Philadelphia
- Jones Lang Lasalle Incorporated

Operating Engineers and Other Construction Equipment Operators

Personality

People interested in this work like activities that include practical, hands-on problems and solutions.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Learn and follow safety regulations.
- Start engines, move throttles, switches, levers, or pedals to operate machines.
- Take actions to avoid potential hazards or obstructions, such as utility lines or other equipment.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Heavy Equipment
- Equipment Operation
- Repair
- Backhoes
- Occupational Health and Safety
- Plumbing
- Operating Engineering

Foundational Skills

- Preventive Maintenance
- Physical Abilities
- Communication Skills
- Teamwork
- Time Management

Working Conditions

Individuals in this position spend a lot of time working outdoors and are often exposed to hazardous conditions.

They often use their hands and must wear protective safety equipment.

Industrial Machinery Mechanics

Job Description: You will repair, install, adjust, or maintain industrial machinery or refinery and pipeline distribution systems. You may also install, take down, or move machinery and heavy equipment.

Hourly Wages in Philadelphia



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Three to Five Years of Experience
- Driver's License

Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

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Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Job Titles for this Occupation

Workers in this occupation are commonly called:

- Machinery Mechanic
- Mechanic

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Jones Lang Lasalle Incorporated
- Flowers Foods

Industrial Machinery Mechanics

Personality

People interested in this work like activities that include practical, hands-on problems and solutions.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Repair or maintain the operating condition of industrial production or processing machinery or equipment.
- Repair or replace broken parts of machinery or equipment.
- Clean, prepare, or adjust parts, equipment, or machinery.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Repair
- Machinery
- Welding
- Hand Tools
- Plumbing
- Packaging
- Industrial Operations
- Industry Knowledge

Foundational Skills

- Troubleshooting
- Preventive Maintenance
- Physical Abilities
- Communication Skills
- Problem Solving

Working Conditions

Individuals in this position spend a lot of time standing and working indoors. They are often exposed to hazardous conditions.

They often use their hands and must wear protective safety equipment.

Welders, Cutters, Solderers, and Brazers

Job Description: You will use tools and equipment to weld or join metal components or to fill holes or seams of metal products.

Hourly Wages in Philadelphia



Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

A schedule of upcoming training opportunities is available on the [PA CareerLink® Philadelphia website](#).

Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Three to Five Years of Experience
- Preferred: Welding Certification

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Welder

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- SEPTA
- L3Harris

Welders, Cutters, Solderers, and Brazers

Personality

People interested in this work like activities that include practical, hands-on problems and solutions.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Weld components in flat, vertical, or overhead positions.
- Operate safety equipment and use safe work habits.
- Examine objects for defects.
- Measure to ensure work meets requirements.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Welding
- Mig and Tig Welding
- Repair
- Flux Core Welding
- Hand Tools
- Welding Equipment
- Grinders
- Soldering

Foundational Skills

- Physical Abilities
- Detail-Oriented
- Communication Skills
- Work Area Maintenance
- Organizational Skills

Working Conditions

Individuals in this position spend a lot of time standing, working indoors or outside. They are often exposed to hazardous conditions.

They often use their hands and must wear protective safety equipment.

Electrical Engineering Technologists and Technicians

Job Description: You will apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, adjust, and modify electrical components, circuitry, controls, and machinery for subsequent evaluation and use by engineering staff in making engineering design decisions.

Hourly Wages in Philadelphia



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Three to Five Years of Experience

Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

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Job Titles for this Occupation

Workers in this occupation are commonly called:

- Electrical Technician
- Electromechanical Technician

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Rioch Electronics
- Ownes Coming

Engineering Technologists and Technicians

Personality

People interested in this work like activities that include practical, hands-on problems and solutions.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Modify, maintain, or repair electronics equipment or systems to ensure proper functioning.
- Replace defective components or parts, using hand tools and precision instruments.
- Set up and operate specialized or standard test equipment to diagnose, test, or analyze the performance of electronic components, assemblies, or systems.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Repair
- Schematic Diagrams
- Test Equipment
- Wiring
- Machinery
- Preventative Maintenance
- Electrical Systems
- Oscilloscopes

Foundational Skills

- Troubleshooting
- Communication Skills
- Computer Literacy
- Problem Solving
- Physical Abilities

Working Conditions

Individuals in this position spend a lot of time working with computers, making decisions and solving problems.

Testing the performance of electrical equipment and reviewing technical documents are important in this position.

Electromechanical Assemblers

Job Description: You will assemble or modify electromechanical equipment or devices, such as servomechanisms, gyros, dynamometers, magnetic drums, tape drives, brakes, control linkage, actuators, and appliances.

Hourly Wages in Philadelphia



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Three to Five Years of Experience

Training and Employment Opportunities

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Job Titles for this Occupation

Workers in this occupation are commonly called:

- Assembler

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Container Research Corp.
- SP Industries Inc.

Electromechanical Assemblers

Personality

People interested in this work like activities that include practical, hands-on problems and solutions.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Inspect, test, and adjust completed units to ensure that units meet specifications, tolerances, and customer order requirements.
- Position, align, and adjust parts for proper fit and assembly.
- Assemble parts or units, and position, align, and fasten units to assemblies, subassemblies, or frames, using hand tools and power tools.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Repair
- Hand Tools
- Hoisting Equipment
- Schematic Diagrams
- Scheduling
- Welding
- PLC Programming
- Preventative Maintenance

Foundational Skills

- Physical Abilities
- Detail-Oriented
- Communication Skills
- Work Area Maintenance
- Organizational Skills

Working Conditions

Individuals in this position spend a lot of time working with tools, inspecting and assembling electronic equipment.

They often use their hands and must wear protective safety equipment.

Highway Maintenance Workers

Job Description: You will maintain highways, municipal and rural roads, airport runways, and rights-of-way. Your duties will include patching broken or eroded pavement and repairing guard rails, highway markers, and snow fences. You may also mow or clear brush from along road, or plow snow from roadway.

Hourly Wages in Philadelphia



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Less Than Two Years of Experience
- Driver's License

Training and Employment Opportunities

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Job Titles for this Occupation

Workers in this occupation are commonly called:

- Traffic Control Flagger
- Maintenance Worker

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Area Wise Protective
- Flagger Force

Highway Maintenance Workers

Personality

People interested in this work like activities that include practical, hands-on problems and solutions.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Set out signs and cones around work areas to divert traffic.
- Flag motorists to warn them of obstacles or repair work ahead.
- Perform preventative maintenance on vehicles and heavy equipment.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Traffic Management
- Repair
- Lifting Ability
- Maintenance
- Two-Way Radio Operation
- Staff Management
- Scheduling
- Machinery

Foundational Skills

- Physical Abilities
- Detail-Oriented
- Communication Skills
- Work Area Maintenance
- Organizational Skills

Working Conditions

Individuals in this position spend a lot of time outdoors in noisy environments.

They often have to direct traffic, drive trucks, install fencing and other barriers, and organize and plan their work.

Mobile Heavy Equipment Mechanics

Job Description: You will diagnose, adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders, and conveyors, used in construction, logging, and mining.

Hourly Wages in Philadelphia



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Less Than Two Years of Experience
- Driver's License

Training and Employment Opportunities

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Job Titles for this Occupation

Workers in this occupation are commonly called:

- Heavy Equipment Mechanic

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- PAE Inc.
- Waste Management

Mobile Heavy Equipment Mechanics

Personality

People interested in this work like activities that include practical, hands-on problems and solutions.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Repair and replace damaged or worn parts.
- Test mechanical products and equipment after repair or assembly to ensure proper performance and compliance with manufacturers' specifications.
- Operate and inspect machines or heavy equipment to diagnose defects.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Repair
- Heavy Equipment
- Preventative Maintenance
- Welding
- Hand Tools
- Machinery
- Forklift Operation
- Equipment Repair

Foundational Skills

- Troubleshooting
- Physical Abilities
- Communication Skills
- Computer Literacy
- Problem Solving

Working Conditions

Individuals in this position spend a lot of time outdoors, handling and moving objects. They frequently inspect equipment, structures and materials.

They often use their hands and must wear protective safety equipment.

HVAC Mechanics and Installers

Job Description: You will install or repair heating, central air conditioning, HVAC, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves.

Hourly Wages in Philadelphia



Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

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Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Three to Five Years of Experience
- Driver's License
- Preferred: EPA Certification

Job Titles for this Occupation

Workers in this occupation are commonly called:

- HVAC Service Technician
- HVAC Installer

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Sears
- HB McClure

HVAC Mechanics and Installers

Personality

People interested in this work like activities that include practical, hands-on problems and solutions.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Test electrical circuits or components for continuity, using electrical test equipment.
- Comply with all applicable standards, policies, or procedures, such as safety procedures or the maintenance of a clean work area.
- Study blueprints, design specifications, or manufacturers' recommendations to ascertain the configuration of heating or cooling equipment components and to ensure the proper installation of components.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- HVAC
- Repair
- Plumbing
- Customer Service
- Predictive Maintenance
- Hand Tools
- Ventilation
- Carpentry

Foundational Skills

- Troubleshooting
- Communication Skills
- Physical Abilities
- Organization Skills
- Problem Solving

Working Conditions

Individuals in this position spend a lot of time performing physical activities, inspecting equipment, structures or materials, and making decisions.

They often use their hands and must wear protective safety equipment.

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Building a Skilled and Thriving Workforce

A photograph of two women in an office setting. An older woman with short, wavy white hair and glasses perched on her head is looking at a document. A younger woman with long, dark, wavy hair and glasses is smiling and pointing at the same document with a pen. They are both wearing dark blue button-down shirts. The background is a blurred office interior with large windows.

Education and Social Assistance

Childcare Workers

Job Description: You will attend to children at schools, businesses, private households, and childcare institutions. You will perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.

Hourly Wages in Philadelphia



Training and Employment Opportunities

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Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Less Than Two Years of Experience
- Child Development Associate (CDA)
- Preferred: First Aid CPR

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Child Care Provider

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- YMCA
- Care Solutions

Childcare Workers

Personality

People interested in this work like activities that include helping people, teaching, and talking.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Maintain a safe play environment.
- Observe and monitor children's play activities.
- Communicate with children's parents or guardians about daily activities, behaviors, and related issues.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Child Care
- CPR
- Babysitting
- Teaching
- Scheduling
- Infant Care
- Laundry
- Caregiving

Foundational Skills

- Communication Skills
- Energetic
- Organizational Skills
- Planning
- Creativity

Working Conditions

Individuals in this position spend a lot of time in physical proximity with others, caring for others, and thinking creatively.

Working with a group or team, communicating with individuals or parents and arranging educational settings are important in this position.

Career/Technical Education Teachers

Job Description: You will teach occupational, vocational, career, or technical subjects to students at the secondary school level.

Hourly Wages in Philadelphia



Training and Employment Opportunities

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Required to Apply

Employers in Philadelphia are looking for people with:

- Bachelor's Degree
- Less Than Two Years of Experience
- Teaching Certification (IR)

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Driving Instructor
- Computer Science Teacher

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Local School Districts

Career/Technical Education Teachers

Personality

People interested in this work like activities that include helping people, teaching, and talking.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Instruct students individually and in groups, using various teaching methods, such as lectures, discussions, and demonstrations.
- Establish and enforce rules for behavior and procedures for maintaining order among students.
- Observe and evaluate students' performance, behavior, social development, and physical health.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Teaching
- Special Education
- Lesson Planning
- Tutoring
- Commercial Driving
- Customer Service
- CPR
- Technical Knowledge

Foundational Skills

- Teamwork and Collaboration
- Planning
- Organizational Skills
- Problem Solving

Software Skills

- General Microsoft Office

Working Conditions

Individuals in this position spend a lot of time coaching and developing others.

Face to face discussions, coordinating or leading others, and public speaking are very important in this position.

Child, Family and School Social Workers

Job Description: You will provide services to improve the social and psychological functioning of children and their families and to maximize the family well-being and the academic functioning of children. You may assist parents, arrange adoptions, and find foster homes for abandoned or abused children. In schools, you will address such problems as teenage pregnancy, misbehavior, and truancy. You may also advise teachers.

Hourly Wages in Philadelphia



Required to Apply

Employers in Philadelphia are looking for people with:

- Bachelor's Degree
- Less Than Two Years of Experience
- Driver's License
- Preferred: Social Work License

Training and Employment Opportunities

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Job Titles for this Occupation

Workers in this occupation are commonly called:

- School Social Workers
- Family Advocate

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Center for Family Services
- JEVs Human Services

Child, Family and School Social Workers

Personality

People interested in this work like activities that include helping people, teaching and talking.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Maintain case history records and prepare reports.
- Interview clients individually, in families, or in groups, assessing their situations, capabilities, and problems to determine what services are required to meet their needs.
- Serve as liaisons between students, homes, schools, family services, child guidance clinics, courts, protective services, doctors, and other contacts to help children who face problems, such as disabilities, abuse, or poverty.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Case Management
- Social Work
- Mental Health
- Social Services
- Psychology
- Crisis Intervention
- Treatment Planning
- Behavioral Health

Foundational Skills

- Teamwork and Collaboration
- Communication
- Spanish/Bilingual
- Planning

Working Conditions

Individuals in this position spend a lot of time establishing and maintaining interpersonal relationships and documenting information.

Maintaining records, contact with others and working in a team are important in this position.

Community Health Workers

Job Description: You will promote health within a community by assisting individuals to adopt healthy behaviors. You will act as an advocate for the health needs of individuals by assisting community residents in communicating with healthcare providers or social service agencies. You will work to implement programs that maintain and improve individual and overall community health. You may deliver health-related preventive services. You may collect data to help identify community health needs.

Hourly Wages in Philadelphia



Training and Employment Opportunities

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Required to Apply

Employers in Philadelphia are looking for people with:

- Bachelor's Degree
- Less Than Two Years of Experience
- Driver's License

Job Titles for this Occupation

Workers in this occupation are commonly called:

- Community Liaison

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Trinity Health
- University of Pennsylvania

Community Health Workers

Personality

People interested in this work like activities that include helping people, teaching, and talking.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Maintain updated client records with plans, notes, appropriate forms, or related information.
- Advise clients or community groups on issues related to improving general health, such as diet or exercise.
- Identify or contact members of high-risk or otherwise targeted groups, such as members of minority populations, low-income populations, or pregnant women.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Customer Service
- Behavior Health
- Public Health and Safety
- Mental Health
- Home Care
- Data Entry
- Case Management
- Budgeting

Foundational Skills

- Communication Skills
- Teamwork and Collaboration
- Organizational Skills
- Problem Solving

Working Conditions

Individuals in this position spend a lot of time communicating with people outside the organization and establishing and maintaining interpersonal relationships.

Working directly with the public and providing basic health care services are important in this position.

Crossing Guards and Flaggers

Job Description: You will guide or control vehicular or pedestrian traffic at such places as streets, schools, railroad crossings, or construction sites.

Hourly Wages in Philadelphia



Training and Employment Opportunities

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Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Three to Five Years of Experience

Job Titles for this Occupation

Workers in this occupation are commonly called:

- School Crossing Guard

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Local School Districts
- Local Governments

Crossing Guards and Flaggers

Personality

People interested in this work like activities that include helping people, teaching, and talking.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Direct or escort pedestrians across streets, stopping traffic, as necessary.
- Guide or control vehicular or pedestrian traffic at such places as street and railroad crossings and construction sites.
- Monitor traffic flow to locate safe gaps through which pedestrians can cross streets.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Traffic Laws
- CPR
- Traffic Maintenance
- Scheduling
- Lifting Ability
- Public Health and Safety
- Customer Service
- Traffic Management

Foundational Skills

- Physical Abilities
- Communication Skills
- Problem Solving
- Organizational Skills
- Planning

Working Conditions

Individuals in this position spend a lot of time outdoors exposed to weather, standing, and dealing with external customers.

Working with the public, performing general physical activities and caring for others are important in this position.

Elementary School Teachers

Job Description: You will teach academic and social skills to students at the elementary school level.

Hourly Wages in Philadelphia



Required to Apply

Employers in Philadelphia are looking for people with:

- Bachelor's Degree
- Less Than Two Years of Experience
- Teaching Certification (IR)

Training and Employment Opportunities

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Job Titles for this Occupation

Workers in this occupation are commonly called:

- Elementary Teacher

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Local School Districts

Elementary School Teachers

Personality

People interested in this work like activities that include helping people, teaching, and talking.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Establish and enforce rules for behavior and procedures for maintaining order among the students.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Instruct students individually and in groups, using teaching methods such as lectures, discussions, and demonstrations.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Teaching
- Lesson Planning
- Special Education
- Assessment Data
- Learning Styles
- Child Development
- Task Analysis
- Child Care

Foundational Skills

- Teamwork and Collaboration
- Planning
- Communication Skills
- Writing

Software Skills

- General Microsoft Office

Working Conditions

Individuals in this position spend a lot of time maintaining relationships and planning their work.

They often work more than 40 hours a week, train and teach others, and update their job activities with new knowledge.

Eligibility Interviewers, Government Programs

Job Description: You will determine eligibility of persons applying to receive assistance from government programs and agency resources, such as welfare, unemployment benefits, social security, and public housing.

Hourly Wages in Philadelphia



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Less Than Two Years of Experience

Training and Employment Opportunities

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Job Titles for this Occupation

Workers in this occupation are commonly called:

- Enrollment Specialist

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- University of Pennsylvania
- Trinity Health

Eligibility Interviewers, Government Programs

Personality

People interested in this work like activities that include helping people, teaching, and talking.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Interpret and explain information such as eligibility requirements, application details, payment methods, and applicants' legal rights.
- Interview benefits recipients at specified intervals to certify their eligibility for continuing benefits.
- Keep records of assigned cases, and prepare required reports.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Customer Service
- Sales
- Scheduling
- Customer Billing
- Case Management
- Data Entry
- Medicare/Medicaid Knowledge

Foundational Skills

- Communication Skills
- Organizational Skills
- Multi-Taking
- Teamwork and Collaboration

Software Skills

- General Microsoft Office

Working Conditions

Individuals in this position spend a lot of time using computers, making decisions, and working directly with the public.

Being able to explain regulations, policies or procedures and conduct interviews is very important in this position.

Librarians and Media Collections Specialists

Job Description: You will administer and maintain libraries or collections of information, for public or private access through reference or borrowing. You will work in a variety of settings, such as educational institutions, museums, and corporations, and with various types of informational materials, such as books, periodicals, recordings, films, and databases.

Hourly Wages in Philadelphia



Required to Apply

Employers in Philadelphia are looking for people with:

- Bachelor's Degree or Higher
- Less Than Two Years of Experience

Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

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Job Titles for this Occupation

Workers in this occupation are commonly called:

- Librarian
- Reference Librarian

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- University of Pennsylvania
- Temple University

Librarians and Media Collections Specialists

Personality

People interested in this work like activities that data, detail and regular routines.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Check books in and out of the library.
- Teach library patrons basic computer skills, such as searching computerized databases.
- Review and evaluate materials, using book reviews, catalogs, faculty recommendations, and current holdings to select and order print, audio-visual, and electronic resources.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Teaching
- Budgeting
- Customer Service
- Information Literacy
- Library Resources
- Library Instruction
- Staff Management
- Social Media

Foundational Skills

- Communication Skills
- Research
- Teamwork and Collaboration
- Writing

Software Skills

- General Microsoft Office
- LibGuides

Working Conditions

Individuals in this position spend a lot of time working with computers, gathering information and working independently.

Teaching others to use technology, searching for specific information and maintaining inventories are important in this position.

Police and Sheriffs Patrol Officers

Job Description: You will maintain order and protect life and property by enforcing laws and ordinances. You will perform a combination of the following duties: patrol a specific area; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts. You could also work at an education institution.

Hourly Wages in Philadelphia



Required to Apply

Employers in Philadelphia are looking for people with:

- High School Diploma or GED
- Less Than Two Years of Experience
- Driver's License

Training and Employment Opportunities

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Job Titles for this Occupation

Workers in this occupation are commonly called:

- Public Safety Officer
- Police Officer

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Local Government

Police and Sheriffs Patrol Officers

Personality

People interested in this work like activities that include leading, making decisions, and business.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
- Record facts to prepare reports that document incidents and activities.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Public Health and Safety
- CPR
- Law Enforcement and Criminal Justice
- Scheduling
- Prevention of Criminal Activity
- Surveillance

Foundational Skills

- Physical Abilities
- Communication Skills
- Computer Literacy
- Writing
- Organization Skills

Working Conditions

Individuals in this position spend a lot of time working directly with the public, making decisions and resolving conflict.

Being exact or accurate, responding to emergencies, and preparing reports are important in this position.

Secondary School Teachers

Job Description: You will teach one or more subjects to students at the secondary school level.

Hourly Wages in Philadelphia



Required to Apply

Employers in Philadelphia are looking for people with:

- Bachelor's Degree
- Less Than Two Years of Experience
- Teacher Certification (IR)

Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

A schedule of upcoming training opportunities is available on the [PA CareerLink® Philadelphia website](#).

Questions? CALL [1-833-750-JOBS \(5627\)](tel:1-833-750-JOBS)



Job Titles for this Occupation

Workers in this occupation are commonly called:

- High School Teacher
- Math Teacher

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Local School Districts

Secondary School Teachers

Personality

People interested in this work like activities that include helping people, teaching, and talking.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Prepare materials and classrooms for class activities.
- Instruct through lectures, discussions, and demonstrations in one or more subjects, such as English, mathematics, or social studies.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Teaching
- Lesson Planning
- Assessment Data
- Special Education
- Learning Styles
- Chemistry
- Biology
- Data Analysis

Foundational Skills

- Teamwork and Collaboration
- Planning
- Communication Skills
- Writing

Software Skills

- General Microsoft Office

Working Conditions

Individuals in this position spend a lot of time establishing and maintaining interpersonal relationships, public speaking and thinking creatively.

Organizing, planning and prioritizing work is important in this position.

Special Education Teachers

Job Description: You will teach academic, social, and life skills to school students with learning, emotional, or physical disabilities. You may specialize and work with students who are blind or have visual impairments; students who are deaf or have hearing impairments; and students with intellectual disabilities.

Hourly Wages in Philadelphia



Required to Apply

Employers in Philadelphia are looking for people with:

- Bachelor's Degree
- Less Than Two Years of Experience
- Teacher Certification (IR)

Training and Employment Opportunities

To learn more about this occupation and potential training opportunities to build your skills and earn the required certifications, visit your closest [PA CareerLink® Philadelphia office](#).

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Job Titles for this Occupation

Workers in this occupation are commonly called:

- Teacher

Top Philadelphia Employers

These companies are hiring for this career in Philadelphia:

- Local School Districts

Special Education Teachers

Personality

People interested in this work like activities that include helping people, teaching, and talking.

Want to Learn More?

[Click Here to Watch a Video about this Career](#)

On the job, you would:

- Develop and implement strategies to meet the needs of students with a variety of handicapping conditions.
- Observe and evaluate students' performance, behavior, social development, and physical health.
- Establish and enforce rules for behavior and policies and procedures to maintain order among students.

What are employers looking for?

Job postings for this occupation are likely to list these skills. You will need to already know some of these. For others, you should be willing to learn on the job.

Specialized Skills

- Teaching
- Child Development
- Child Care
- Lesson Planning
- Special Education
- CPR
- Educational Program
- Assessment Data

Foundational Skills

- Teamwork and Collaboration
- Communication Skills
- Planning
- Physical Abilities

Foundational Skills

- General Microsoft Office

Working Conditions

Individuals in this position spend a lot of time coaching and developing others and establishing and maintaining interpersonal relationships.

Working with a team, monitoring student performance and teaching life skills is important in this position.

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**For comments or questions about the contents of
this document, please reach out to
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