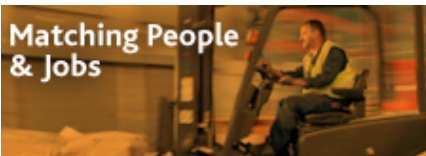


How Critical is Knowing MS Office in Today's Labor Market?

Susan Goldberger, Ph D.
Director of Education and Career Advancement Services
Burning Glass Technologies

Matching People
& Jobs



Resume Parsing &
Management



Reemployment
& Education
Pathways



Real-Time
Labor Market
Intelligence



About Burning Glass

Leading Developer of New Technologies to Help Students Understand and Navigate Today's Job Market

- > Collect and analyze millions of job postings and resumes.
- > Apply advanced artificial intelligence-based technologies to identify jobs and skills in high demand and help students chart effective career paths.

Two Types of Tools to Empower Educators and Students:

- > Labor/Insight querying tool for program planning and development
- > Career Exploration/Job Match application for students and advisors.

A Few of Our Clients

Recruitment Industry



Employers



Research Partners



Higher Education



State Governments



A New Generation of Job Market Data

Real-time job market data offer up-to-date insights not possible through traditional sources

Visit Online Job Sites



Collect & Deduplicate Job Postings



Laboratory Technician

Bayer MaterialScience (DMC) is one of the leading producers of polymers and high-performance plastics in North America and is part of the global Bayer MaterialScience business with nearly 14,700 employees at 30 sites around the world. Business activities are focused on the manufacture of high-tech polymer materials and the development of innovative solutions for products used in many areas of daily life. The main segments served are the automotive, electrical and electronics, construction, medical, and sports and leisure industries.

Job description The primary responsibility of this role is to produce and evaluate foam samples in the laboratory to support flexible foam application development, Bayer MaterialScience (BMS) product quality control, customer technical support, polyols, isocyanates and process research & development programs, and flexible molded and slabstock foam research & development programs.

The incumbent will:

- Producing lab-scale foams, testing of polyols, isocyanates and additives for customer technical programs, process and product research programs and manufacturing support;
- Troubleshooting and maintaining equipment needed for bench foam production and routine foam processing & properly evaluation and supporting machine scale-up work;
- Maintaining appropriate log/notebooks and other records including computer documents utilizing Excel, Word and PowerPoint programs to support project work;
- Provide internet and other information searches as needed for problem solving;
- Performing stoichiometric calculations for foam production using computer programs or hand-calculations;
- Understanding and following DMC, OOP's and Responsible Care rules, regulations and guidelines while maintaining good housekeeping and a safe work environment through participation in safety programs;
- Capable of managing multiple tasks, working effectively with more than one technical supervisor, interacting with other functions such as manufacturing and research personnel, interfacing directly with customers if needed, and providing timely foam results to assure the

...providing timely foam results to assure the

Read Postings to Generate Detailed Data

- Job Title & Occupation
- Employer & Industry
- Technical Skills
- Foundational Skills
- Certifications
- Educational Requirements
- Experience Levels
- Salaries

True or False?




1. Clerical and Administrative jobs top the list of career areas requiring Excel.
2. The majority of jobs advertising for Excel or Office skills require less than a Bachelors Degree.
3. The majority of Engineering jobs require Excel and MS Office skills.

Microsoft Excel & Office: Employers' Top Requested Software Skills

Excel and Office are the #1 and #2 most requested software skills by employers, followed by Windows Operating System, SQL, Java and Oracle.






Value of Excel in the Job Market

-  **44% of all postings** are in occupations where Excel is a commonly required skill
-  **56% of BA+ level postings** are in occupations where Excel is a commonly required skill
-  **36% of sub-BA postings** are in occupations where Excel is a commonly required skill



Value of Office in the Job Market

-  **37% of all postings** are in occupations where Office is a commonly required skill
-  **47% of BA+ level postings** are in occupations where Office is a commonly required skill
-  **35% of sub-BA postings** are in occupations where Office is a commonly required skill

Top Career Areas Requiring Excel & Office

| CAREER AREA | EXCEL: % of Jobs Where Skill is Commonly Required | OFFICE: %of Jobs Where Skill is Commonly Required |
|-----------------------------|---|---|
| Finance | 86% | 56% |
| Clerical and Administrative | 83% | 78% |
| Engineering | 73% | 58% |
| Management and Operations | 68% | 49% |
| Sales and Marketing | 50% | 41% |
| Customer and Client Support | 48% | 42% |

Top Jobs Requiring Excel

| | Top Jobs Requiring Excel |
|----|-----------------------------------|
| 1 | Sales Representative |
| 2 | Office / Administrative Assistant |
| 3 | Financial Manager |
| 4 | Business Intelligence Analyst |
| 5 | Project Manager |
| 6 | Account Manager |
| 7 | Accountant |
| 8 | Business / Management Analyst |
| 9 | Financial Analyst |
| 10 | Bookkeeper / Accounting Clerk |

| | Top jobs Requiring Excel |
|----|-------------------------------------|
| 11 | Logistics Associate/Scheduler |
| 12 | Operations Manager |
| 13 | Paralegal / Legal Assistant |
| 14 | Auditor |
| 15 | Recruiter |
| 16 | Marketing Specialist |
| 17 | Buyer / Purchasing Agent |
| 18 | Logistician / Logistics Analyst |
| 19 | Training and Development Specialist |
| 20 | Receptionist |

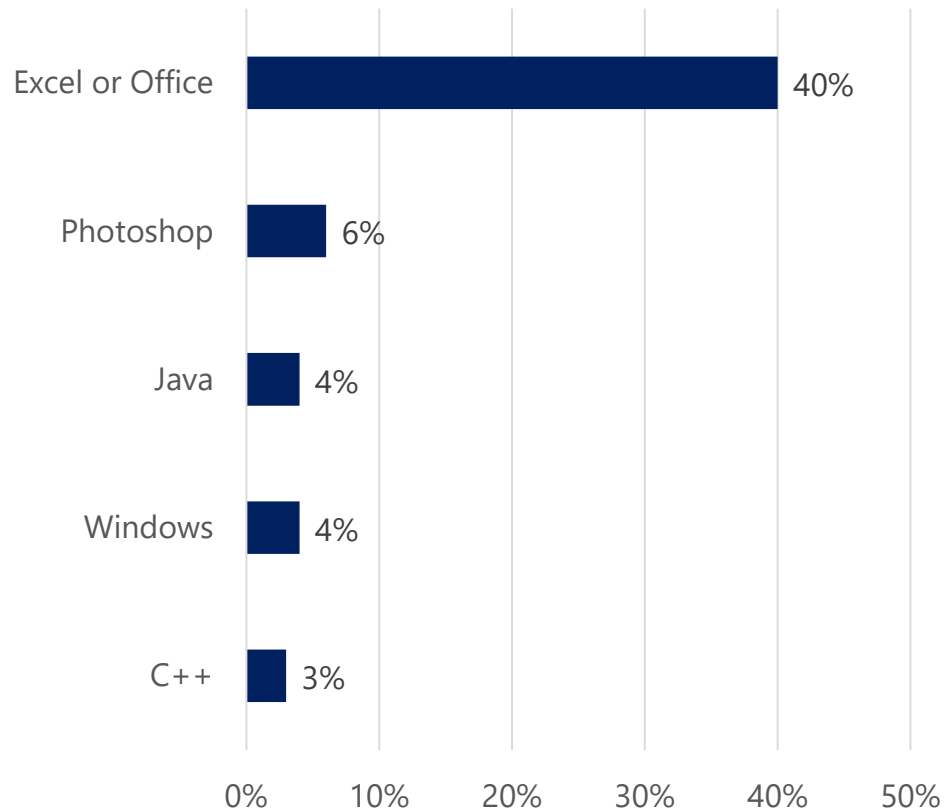
Top Jobs Requiring Office

| | Top Jobs Requiring Office |
|----|-----------------------------------|
| 1 | Sales Representative |
| 2 | Office / Administrative Assistant |
| 3 | Customer Service Representative |
| 4 | Sales Manager |
| 5 | Computer Support Specialist |
| 6 | Project Manager |
| 7 | Account Manager / Representative |
| 8 | Accountant |
| 9 | Business / Management Analyst |
| 10 | Financial Analyst |

| | Top Jobs Requiring Office |
|----|-------------------------------|
| 11 | Bookkeeper / Accounting Clerk |
| 12 | Mechanical Engineer |
| 13 | Account Executive |
| 14 | Program Manager |
| 15 | Civil Engineer |
| 16 | Logistics Associate/Scheduler |
| 17 | Operations Manager |
| 18 | Paralegal / Legal Assistant |
| 19 | Auditor |
| 20 | Recruiter |

Excel & Office: “Must Have” Skills for Internships

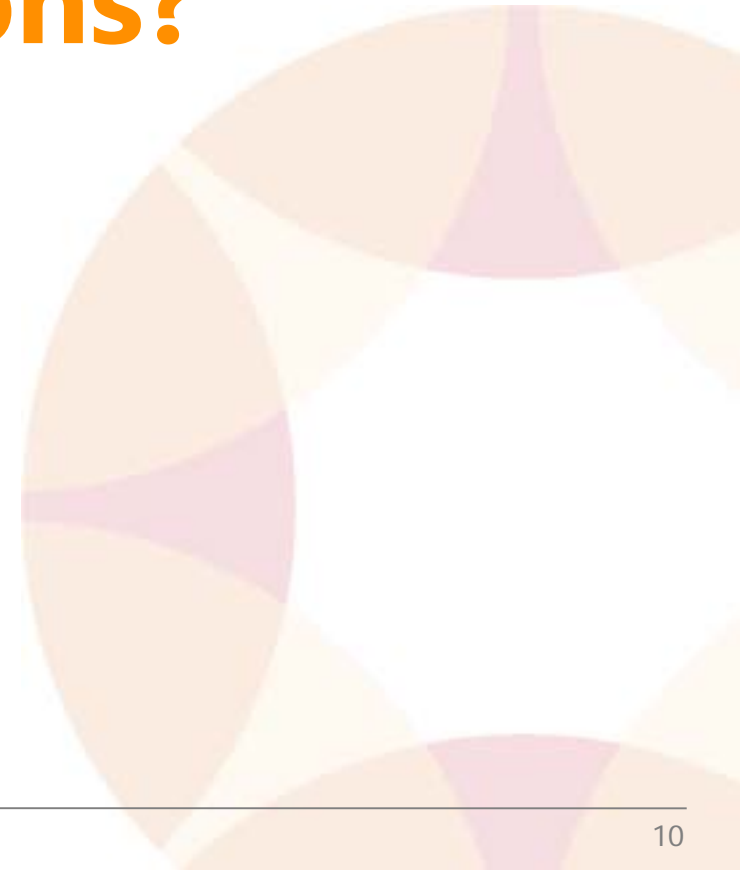
Top Software Skills for Internships



Top Internship Areas Calling for Excel and Office

1. Marketing
2. Human Resources
3. Finance & Accounting
4. Communications & Social Media
5. Sales
6. Engineering
7. Business Operations
8. IT

Follow Up Questions?



About Burning Glass

Burning Glass's tools and data are playing a growing role in informing the global conversation on education and the workforce by providing researchers, policy makers, educators, and employers with detailed real-time awareness into skill gaps and labor market demand. Burning Glass's job seeker applications power several government workforce systems and have been shown to have substantive impact on reemployment outcomes and on labor market literacy.

With headquarters in Boston's historic Faneuil Hall, Burning Glass is proud to serve a client base that spans six continents, including education institutions, government workforce agencies, academic research centers, global recruitment and staffing agencies, major employers, and leading job boards.

For More Information

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