

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.

Excel and Office skills are required across a wide range of occupations and career areas, with finance jobs topping the list of career areas requiring excel. These skills are important gatekeepers across a broad range of professional roles.



Value of Excel in the Job Market



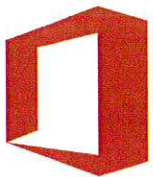
44% of all postings are in occupations where Excel is a commonly required skill*



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

*Excludes health care occupations

Excel & Office Requirements by Career Area

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%
Energy and Environment	47%	31%
Arts, Design, and Communication	45%	57%
Law and Public Safety	34%	30%
Life/Physical Science and Math	28%	24%
Manufacturing and Production	27%	27%
Education and Human Services	26%	32%
Construction and Architecture	23%	22%
Computer and IT	19%	11%
Transportation, Logistics, & Distribution	19%	14%
Personal Care and Services	11%	1%
Maintenance, Repair, and Installation	9%	9%
Hospitality, Food, and Tourism	2%	1%

Top Jobs Requiring Excel

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

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
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