



Occupational Profiles: Business

Job Title	Applied Mathematics	Locating Information	Reading for Information	Work Ready Certificate Level
Accountant	6	5	5	Platinum
Administrative service manager	4	4	4	Silver
Advertising sales agents	3	4	4	Silver
Auditor	4	4	4	Silver
Bill and account collector	4	4	3	Silver
Billing, cost and rate clerk	4	4	4	Silver
Bookkeeping, accounting and auditing clerk	4	4	4	Silver
Claims Examiners, Property and Casualty Insurance	3	4	4	Silver
Credit Analysts	6	5	5	Platinum
Executive Secretaries and Administrative Assistants	4	4	5	Gold
File clerk	3	4	4	Silver
Financial manager, brand or department	5	5	6	Platinum
Human resources assistant, except payroll and timekeeping	5	4	4	Gold
Human Resources Assistants, Except Payroll and Timekeeping	5	4	4	Gold
Human resources, training and labor relations specialist, all other	4	5	6	Platinum
Human Resources, Training, and Labor Relations Specialists, All Other	4	5	6	Platinum
Insurance Claims Clerks	3	4	4	Silver
Insurance Sales Agents	4	5	5	Gold
Management Analysts	5	5	5	Gold
New Accounts Clerks	4	4	4	Silver
Office and administrative support worker, all other	3	3	3	Bronze
Office clerk, general	4	4	4	Silver
Operations Research Analysts	5	5	4	Gold
Paralegals and Legal Assistants	5	4	6	Platinum
Payroll and Timekeeping Clerks	4	4	4	Silver
Personnel Recruiters	4	4	5	Gold
Private Sector Executives	5	5	5	Gold
Purchasing Managers	4	4	5	Gold
Receptionists and Information Clerks	3	4	4	Silver
Sales Agents, Securities and Commodities	3	4	3	Silver
Sales and Related Workers, All Other	3	3	3	Bronze
Sales Managers	5	5	6	Platinum
Sales representative, services, all other	4	4	4	Silver
Sales Representatives, Agricultural	4	4	4	Silver

Sales Representatives, Electrical/Electronic	5	3	4	Gold
Sales Representatives, Services, All Other	4	4	4	Silver
Secretaries, Except Legal, Medical, and Executive	4	4	4	Silver
Secretary, except legal, medical and executive	4	4	4	Silver
Shipping, receiving and traffic clerk	3	4	4	Silver
Statistical Assistants	4	4	4	Silver
Storage and Distribution Managers	4	4	4	Silver
Training and Development Managers	4	4	4	Silver
Training and Development Specialists	5	5	5	Gold
Transportation Managers	5	4	5	Gold
Treasurers, Controllers, and Chief Financial Officers	4	4	4	Silver