



# Clerical & Administrative Occupations

Analysis of Current Job Vacancies in Cheshire and  
Warrington - Skills, qualifications, levels of education  
and employers (1st January 2021 – 31st December 2021)

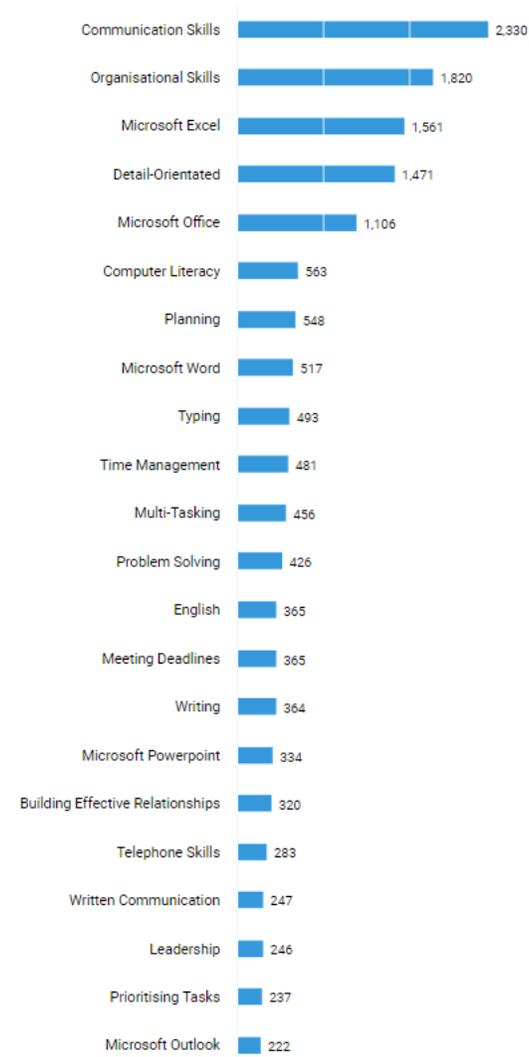


# What Specialist, Employability and Digital Skills Employers are Specifying in their Job Adverts 1st Jan 2021 – 31st December 2021 Clerical & Administrative Occupations

## Specialist Skills



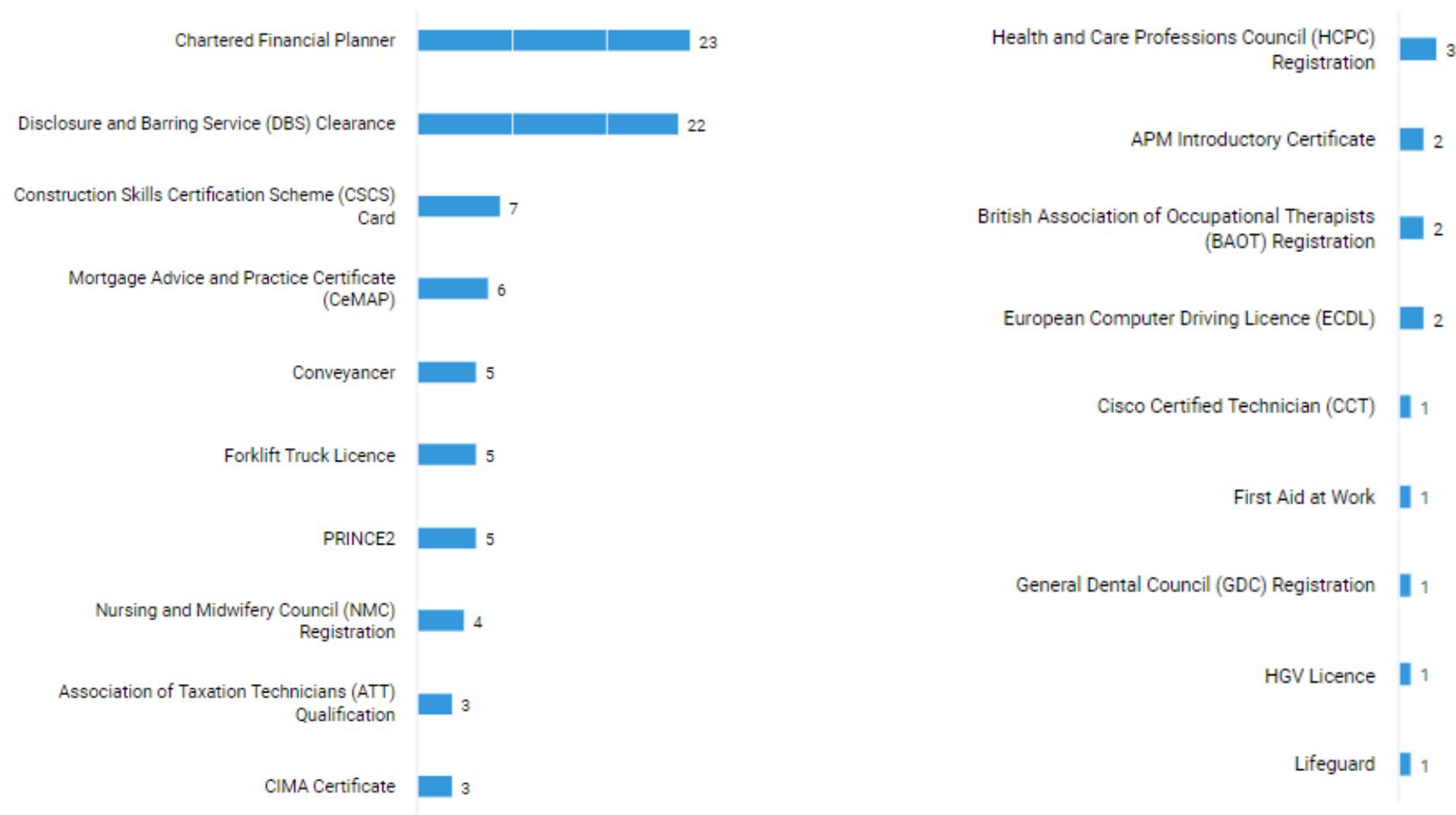
## Employability/Baseline Skills



## Digital/Computer and Programming Skills

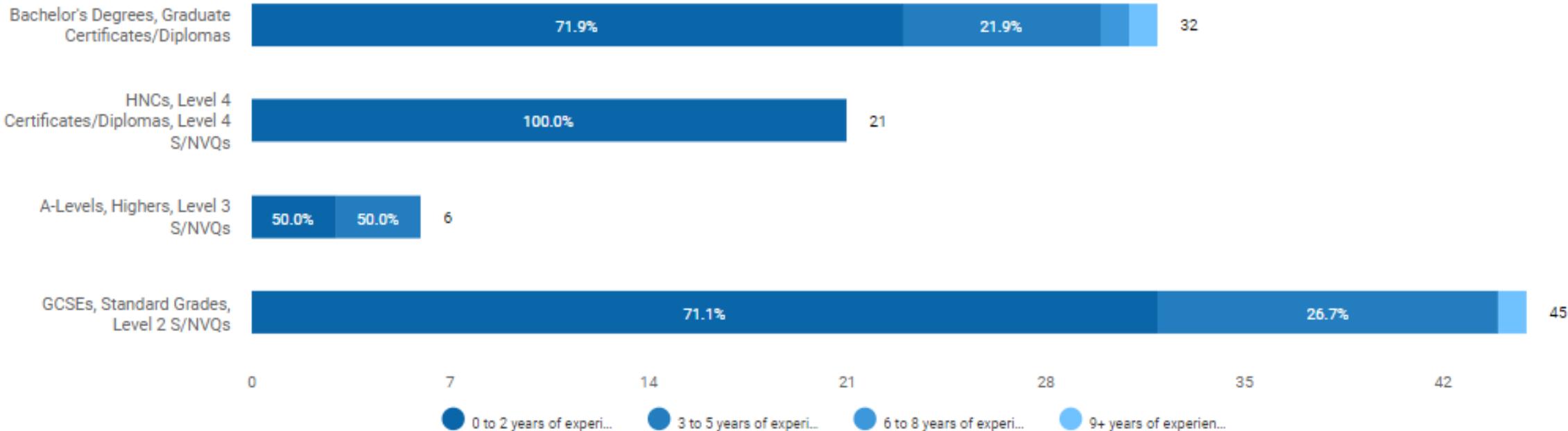


## What Qualifications Employers are Specifying in their Job Adverts - 1st Jan 2021 – 31st December 2021 Clerical & Administrative Occupations

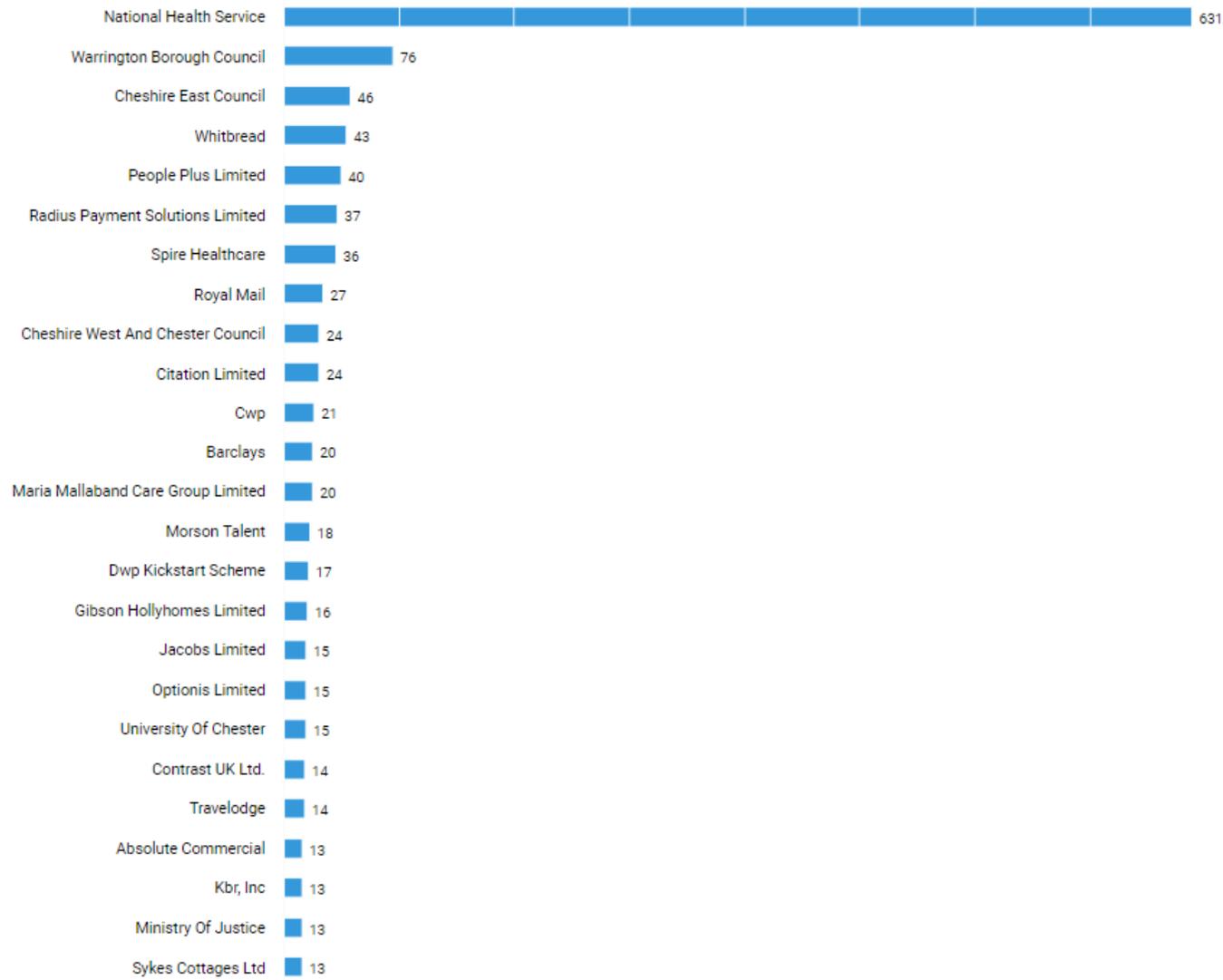


Source: Burning Glass Labour Insights: Skills Spotlight 10/01/2022

# The Level of Qualifications and Years of Experience that Employers Are Specifying in Their Job Adverts - 1st Jan 2021 – 31st December 2021 Clerical & Administrative Occupations



# The 'Top' Twenty Five Employers who advertised jobs from 1st Jan 2021 – 31st December 2021 Clerical & Administrative Occupations



## Analysis of Current Job Vacancies in Cheshire and Warrington - Skills, qualifications, levels of education and employers (1st January 2021 – 31st December 2021). Reports Available:

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- All occupations
- Agriculture, Horticulture & the Outdoors
- Business Management & Operations
- Clerical & Administrative
- Community & Social Services
- Construction, Extraction & Architecture
- Customer & Client Support
- Design, Media & Writing
- Education & Training
- Engineering
- Finance
- Health Care including Nursing
- Human Resources
- Information Technology
- Law, Compliance & Public Safety
- Maintenance, Repair & Installation
- Manufacturing & Production
- Marketing & Public Relations
- Military
- Performing Arts
- Personal Services
- Planning & Analysis
- Sales
- Science & Research
- Transportation

