



EXPLORE A WORLD OF CAREER OPPORTUNITIES RIGHT AT HOME



*Plan and organize a highly successful operation known as your future.*

## **Business Management & Administration**

### **Careers in South Dakota**

Administrative Services Managers  
Bookkeeping, Accounting and Auditing Clerks  
Business Operations Specialists, All Other  
Chief Executives  
Compensation, Benefits and Job Analysis Specialists  
Computer and Information Systems Managers  
Customer Service Representatives  
Executive Secretaries and Executive Administrative Assistants  
File Clerks  
First-Line Supervisors of Office and Administrative Support Workers  
General Operations Managers  
Human Resources Managers  
Human Resources Specialists



Industrial Production Managers  
Meeting, Convention and Event Planners  
Meter Readers, Utilities  
Office Clerks  
Operations Research Analysts  
Order Clerks  
Payroll and Timekeeping Clerks  
Postal Service Clerks  
Postal Service Mail Carriers  
Procurement Clerks  
Purchasing Managers  
Receptionists and Information Clerks  
Secretaries and Administrative Assistants  
Stock Clerks and Order Fillers

LABOR MARKET INFORMATION CENTER



SOUTH DAKOTA  
DEPT. OF **LABOR**  
& **REGULATION**

*Start imagining your future today at*  
**[dlr.sd.gov/lmic/careerclusters](http://dlr.sd.gov/lmic/careerclusters)**

Equal Opportunity Program. Auxiliary aids and services available upon request to individuals with disabilities.  
U.S. DOL funded; see [dlr.sd.gov/lmic/eta\\_grant.aspx](http://dlr.sd.gov/lmic/eta_grant.aspx) for details. 01/19.