

INDUSTRY SNAPSHOT

ADMINISTRATIVE & BUSINESS SERVICES



Administrative & Business Support Service occupations provide essential services to businesses across all industries. These occupations support the day-to-day operations of businesses by providing services including, clerical support, call center and collections support, janitorial services, grounds keeping services, security and surveillance services and more. The fact that these occupations support business across multiple sectors of the economy provides solid growth potential and stability.

Sub-sectors include: Office Administrative Services, Facilities Support Services, Investigation & Security Services and Travel Arrangement & Reservation Services

Local Fast Facts - Frederick County, MD



Over 441 Employers



+3.2% - 5 year Job Growth Rate



+179 - 5 year Job Growth



\$52,178 Annual Average Salary



5,574 People Employed



Complete an assessment to discover if a career in administrative and business services is right for you!



Administrative & Business Service Occupations by Level of Education & Median Hourly Wage

High School Diploma		Post-Secondary Certification or Degree		Bachelor's Degree & Above	
Custodian:	\$13.70/hr	Administrative Assistant:	\$20.33/hr	Admin. Services Manager:	\$49.28/hr
Receptionist:	\$15.48/hr	Envir. Service Supervisor:	\$20.09/hr	Director of Envir Servcies:	\$41.28/hr
Security Guard:	\$15.67/hr	Security Supervisor:	\$26.41/hr	Emergency Mgmt Dir:	\$51.63/hr

Top Advertised Job Skills for Administrative & Business Support Occupations

Communications
Office Supply Management
Customer Service
Microsoft Excel
Invoicing

Check out O*net Online to further explore
the knowledge, skills and abilities
needed for hundreds of occupations!

<https://www.onetonline.org/>

Administrative & Business Services Education & Training Programs

Frederick Community College Offers short-term training, Certificate and Associate Degree programs in Accounting, Administrative Assistant, Business Management, and more.

Hagerstown Community College Offers a variety of vocational training programs including, a certificate program for Administrative Assistant.

Maryland Apprenticeship & Training Program An opportunity to "earn while you learn." Apprentices are "sponsored" by an employer or association and receive full-time hands on training. In addition, they receive classroom instruction which helps to prepare them for a career in a high demand occupation.



Financial Aid Information: Scholarships & Grants

Federal Student Aid: <https://studentaid.gov>

Frederick County Workforce Services: www.FrederickWORKS.com

Community Foundation of Frederick County: www.frederickcountygives.com



Local Resources for Additional Information

Frederick County Workforce Services: www.FrederickWORKS.com

Frederick County Society for Human Resources Management: <https://www.fcshrm.org>

Maryland Investigators & Security Association: <http://misahq.com/>