

TABLE OF TITLES

ACCOUNTING

Accountant, Senior
Accounting Clerk
Accounting Manager
Accounts Receivable/Payable Clerk
Accounts Receivable/Payable Manager
Auditor
Bookkeeper
Cost Accountant
Payroll Manager

ADMINISTRATIVE

Administrative Assistant
Assistant Manager
Executive Secretary
General Manager
Office Manager
Office Supervisor
Receptionist

ADVERTISING

Account Executive
Advertising Manager
Art Director
Copywriter
Sales Promotion Manager

ART

Art Director
Graphic Designer

COMMUNICATIONS & PUBLIC RELATIONS

Announcer
Communications Coordinator
Communications Manager
Public Information Assistant
Public Relations Director

CREDIT & COLLECTIONS

Collections Assistant
Collections Manager
Credit Analyst

CUSTOMER SERVICE

Customer Service Administrator
Customer Service Manager
Customer Service Representative

EDITORIAL

Editor
Proofreader
Reporter
Technical Writer
Writer

ENGINEERING

Chemical Engineer
Drafting Technician
Electrical Engineer
Environmental Engineer
Industrial Engineer
Mechanical Engineer
Surveyor

FINANCE

Budget Analyst
Controller
Financial Manager
Investment Analyst
Loan Officer

HEALTH CARE

Dental Hygienist
Licensed Practical/Licensed Vocational
Nurse (LPN/LVN)
Medical/Clinical Laboratory
Technologist
Occupational Therapist
Paramedic
Physician's Assistant
Registered Nurse
Respiratory (Inhalation) Therapist
Substance Abuse/Behavioral Disorder
Counselor

HOSPITALITY

Chef/Head Cook
Concierge
Host/Hostess

HUMAN RESOURCES

Affirmative Action Officer
Benefits Manager
Compensation Manager
Employee Assistance Administrator
Human Resources Assistant
Human Resources Manager
Labor Relations Manager
Payroll Manager
Personnel Manager
Staffing Manager
Training Director

INFORMATION TECHNOLOGY (IT)

Data Entry Clerk
Data Processing Clerk
Data Processing Supervisor
Operations Manager
Programmer
Systems Analyst
Technical Support Specialist
Technical Writer
Telecommunications Manager

INSURANCE

Account Representative
Claims Adjuster
Insurance Underwriter

LEGAL

Legal Secretary
Paralegal

MAILROOM

Mailroom Clerk
Mailroom Supervisor

MAINTENANCE

Facility Maintenance Supervisor
Maintenance Mechanic
Maintenance Supervisor

MANUFACTURING

Chief Inspector
Cost Estimator
Manufacturing Manager
Materials Manager
Plant Manager
Production Coordinator —
 Manufacturing
Quality Control Manager

MARKETING

Market Research Manager
Marketing Associate
Marketing Manager
Product Manager
Sales Promotion Manager

PURCHASING

Buyer
Purchasing Assistant
Purchasing Manager

REAL ESTATE

Appraiser
Mortgage Loan Officer

RESEARCH & DEVELOPMENT

Research & Development Director
Research Technician

SAFETY/SECURITY

Safety Manager
Security Director

SALES

Outside Sales Representative
Sales Assistant
Sales Engineer
Sales Manager
Telemarketer

SHIPPING & TRANSPORTATION

Dispatcher
Traffic Manager

WAREHOUSING & DISTRIBUTION

Inventory Clerk
Shipping/Receiving Clerk
Warehouse Coordinator
Warehouse Manager