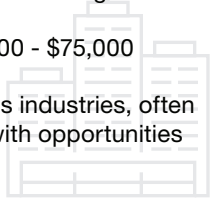


Job Opportunities in Idaho

Administrative Office Management

*Administrative Office Management
Technology Program*

- **Demand:** Growing demand as businesses require effective office management to enhance efficiency and organization.
- **Job Openings:** Typically around 60-120 listings available.
- **Salary Range:** Approximately \$50,000 - \$75,000 annually.
- **Work Environment:** Found in various industries, often in managerial or supervisory roles, with opportunities for remote work.



Medical Billing Specialist

Medical Billing Specialist Program

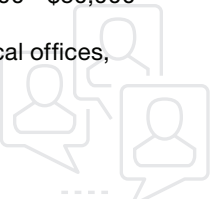
- **Demand:** Steady growth due to the increasing complexity of healthcare billing and insurance processes.
- **Job Openings:** Generally range from 50-100 listings on job boards, depending on the time of year.
- **Salary Range:** Approximately \$40,000 - \$55,000 annually.
- **Work Environment:** Typically found in hospitals, clinics, or remote settings.



Medical Administrative Support

Medical Administrative Assistant Program

- **Demand:** High demand as healthcare facilities expand and require administrative assistance.
- **Job Openings:** Often 100-200 listings available across various healthcare settings.
- **Salary Range:** Approximately \$35,000 - \$50,000 annually.
- **Work Environment:** Mostly in medical offices, hospitals, or clinics.



Administrative Support

*Office Specialist / Receptionist, Administrative
Office Management Technology Programs*

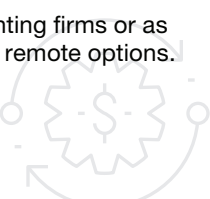
- **Demand:** Broad demand across various industries, including corporate, education, and government.
- **Job Openings:** Can range from 150-300 listings, reflecting diverse sectors.
- **Salary Range:** Approximately \$30,000 - \$45,000 annually.
- **Work Environment:** Offices in various sectors, with opportunities for remote work.



Bookkeeping

Bookkeeping / Accounting Assistant Program

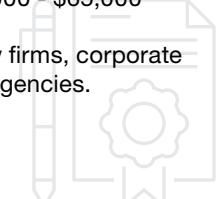
- **Demand:** Steady need for bookkeeping services, particularly among small to medium-sized businesses.
- **Job Openings:** Typically around 50-100 listings.
- **Salary Range:** Approximately \$35,000 - \$50,000 annually.
- **Work Environment:** Often in accounting firms or as independent contractors, with some remote options.



Paralegal

Paralegal Program

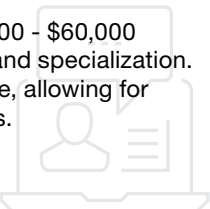
- **Demand:** Consistent need for legal support roles as law firms and corporate legal departments expand.
- **Job Openings:** Usually around 30-70 listings, depending on the market.
- **Salary Range:** Approximately \$45,000 - \$65,000 annually.
- **Work Environment:** Primarily in law firms, corporate legal departments, or government agencies.



Virtual Assistant

Virtual Assistant Program

- **Demand:** Increasingly popular as businesses seek flexible and cost-effective support for various administrative tasks.
- **Job Openings:** Typically around 50-150 listings, reflecting diverse needs.
- **Salary Range:** Approximately \$30,000 - \$60,000 annually, depending on experience and specialization.
- **Work Environment:** Primarily remote, allowing for flexibility in work hours and locations.



Summary

- **High Demand:** Medical Administrative Support, Administrative Support, and Virtual Assistant roles generally have a significant number of job openings in Idaho.
- **Salary Considerations:** Administrative Office Management and Paralegals tend to have the highest salary potential.
- **Work Environments:** Most roles offer a mix of in-office and remote opportunities, with Virtual Assistants primarily working remotely.

Employment data from Idaho Department of Labor and salary.com.