

Key Skills in Demand

Mastery of Office Suite Software

- Word processing, spreadsheet preparation, database design & maintenance, scheduling, presentation preparation, desktop publishing, web design & web maintenance.



Requires Top-Notch “Soft Skills”

- Interpersonal communications
- Organization and time management
- Customer service, public relations
- Participation on work teams
- Project management
- Meeting and special event planning
- Ability to work independently

