# Human resources assistant skills



- 1. HR knowledge
- 2. Financial knowledge
- 3. Technological skills
- 4. Legal literacy
- 5. Administrative skills
- 6. Communication
- 7. Organization
- 8. Time management
- 9. Problem solving
- 10. Attention to detail
- 11. Teamwork
- 12. Analytical skills



# **Human Resources Assistant Study Guide**

Sandra M. Reed, Anne M. Bogardus

#### **Human Resources Assistant Study Guide:**

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