

Accounting

Adaptability

Attention to Detail

Big Picture Thinking

Calendar management

Communication

Computer skills

Creative Problem Solving

Customer service skills

Data entry

Database management

Decision-making skills

Determination

Effective Communication

Email management

Emotional Intelligence

Enterprise Resource Planning

Etiquette

Event coordination

Expense reports

Foresight and Anticipation

Good knowledge of Industry

Interpersonal skills

Meeting planning

Microsoft Outlook

MS Office skills

Multitasking

Office coordination

Organizational skills

Prioritization

Problem solving

QuickBooks

Recordkeeping

Resourcefulness

Spreadsheets

Teamwork skills

Tech Savviness

Time management

Travel arrangements

Videoconferencing

Writing skills