

# 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



**Test Gorilla**

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language testing practice to current views of communicative language teaching and testing It builds on the theoretical background expounded in Bachman s Fundamental Considerations in Language Testing and examines the design planning and organization of tests The book is divided into three sections which discuss 1 objectives and expectations the context of language testing and the abilities to be tested 2 the process of test development including blueprints resources operationalization and scoring methods and 3 ten examples which illustrate the principles discussed in Parts One and Two

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