

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



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KJ Lindholm-Leary



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Pooler,TAMPARO,LINDH,2005-08 Includes Transition Guide from the 2nd edition to the 3rd edition Answer Key to Text Review Questions and Critical Thinking Questions Answers to Workbook Exercises Activities and Case Study Questions

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