



## **KNOWLEDGE AND SKILL REQUIREMENTS**

1. Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.
2. Knowledge of multiple human resource disciplines. Knowledge of federal and state employment and benefit laws. Strong interpersonal and communication skills. Ability to analyze data and provide recommendations. This is normally acquired through a combination of the completion of a Bachelor's Degree and three to five years of human resource experience.
3. Visibility requires maintaining a professional appearance and providing a positive company image to the public.

## **WORKING CONDITIONS**

Working conditions are normal for an office environment.

**SOURCE: [hrVillage.com](http://hrVillage.com)**