JOB DESCRIPTION

JOB

Required skills and Competencies

- Strong organizational skills, with the ability to manage multiple tasks and priorities in a fast-paced environment.
- Demonstrated ability to exercise discretion in handling confidential information and applying sound judgment in various situations.
- Proficient in basic computer operations, including word processing and spreadsheet software (e.g., ., 9 (s)-2 (s)-8(i)-4