





**Job Knowledge and Skills:**

The ideal candidate will possess a high level of accuracy and attention to detail as well as above average organizational and analytical skills. In addition, the ability to work independently and efficiently under pressure in a fast-paced environment and to meet strict deadlines is essential. Extensive experience with Microsoft Office Suite and the ability to efficiently conduct internet research are required. The ideal candidate will take the initiative in identifying and anticipating needs, enjoy interacting with different team members, and be able to plan and prioritize projects.

**Communication Skills:**

Exceptional oral and written communication skills are essential. The ability to handle different projects in a timely manner and keep the project owners updated and well informed are required.

