

# CORE SKILLS EVERY OFFICE MANAGER SHOULD HAVE

## **HARD SKILLS**

- Proficiency in MS Office tools (or similar tools)
- Office and space management
- Office supplies management
- Meeting and event coordination
- Project management
- Health and safety
- Technology management
- Budget management
- Administrative skills

### SOFT SKILLS

- Communication and interpersonal skills
- 2 Time management
- 3 Crisis management
- Adaptability

# **Skills Access Manager Exam Password For Microsoft Office**

**William Panek** 

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