

JOB SKILLS

Ten Essential Qualities Employers Seek



Communication

Speaking clearly, listening actively, and writing concisely are vital traits to effective communication within the organization.



Organization

Categorizing, sorting, and prioritizing the physical and virtual environments help one to be more efficient and effective in the workplace.

Teamwork

Working well along-side others, relating to colleagues, and managing conflict promotes teamwork and creates synergy.



Punctuality

Managing one's own time effectively to meet deadlines and to complete essential tasks allows one to achieve organizational goals and to fulfill its mission.



Emotional Intelligence

Recognizing one's emotions and that of others, and using it to guide thinking and behavior to adapt environments can help to reduce conflict and achieve workplace goals.



Critical Thinking

Making judgments that are logical and well-reasoned add to the success of the company to solve problems.

Creativity

Thinking out-of-the-box by seeing things differently and proposing novel solutions encourages creativity which may lead to innovation.



Adaptability

Adjusting to abrupt change, managing multiple tasks in a fast-paced environment, and persevering through difficulties are cornerstones of adaptability and flexibility.



Computer Literacy

Competency in using basic computer software applications, including email and navigating online websites to conduct business research supports the company in a variety of ways.



Inclusiveness

Being friendly and considerate; creating opportunities to make others feel included (regardless of age, gender, sexuality, etc.) strengthens the organization's social and working climate.

Employment Skills For Office Careers

Patrick Vollmar



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