



**Interpersonal Skills** Work involves much personal contact with others inside and outside the organization for the purpose of first-level conflict resolution, building relationships, and soliciting cooperation. Communications involve a high degree of diplomacy, discretion, and tact.

**Other Skills**

- 1) Extremely detail oriented and self-motivated.
- 2) Ability to communicate effectively both verbally and in writing.
- 3) Strong working knowledge of Windows and MS Office applications.
- 4) Ability to make appropriate, informed decisions.
- 5) Ability to create and maintain a positive attitude to promote teamwork.
- 6) Effective supervisory skills.

**Physical Requirements** Prolonged periods of sitting and computer use. Must be able to lift and move up to 20 lbs. occasionally.

**Work Environment** On site office environment in Newington, CT.