SHRA Selection Justification – Administrative Support Specialist

Mr. James Bond holds a Master in Business Administration degree and has almost 20 years of related administrative experience. His most recent experience as an international agent equipped him with the exceptional organizational skills and ability to execute that would be an integral part of this position. He is punctual and detail oriented. In his previous assignments, the candidate demonstrated commitment to outstanding customer service and the ability to work independently and within a team contributing to team efforts as needed. He possesses a can-do attitude with a strong commitment to getting job done to meet the needs of his clients. Mr. Bond’s background illustrates his ability to excel in a fast-paced environment where he is required to juggle multiple responsibilities at any given time, handle confidential information, and provide service and assistance to a variety of parties including clients and key stakeholders. Mr. Bond possesses detailed knowledge of administrative office work processes, is skilled with planning and organizing events, and possesses a demonstrated ability to follow up on commitments. He is proficient in Microsoft Office Word, Excel and Outlook and has demonstrated an interest and aptitude for learning new software and systems. During the interview and selection process, the candidate exhibited professional demeanor as well as outstanding written and oral communication skills.