Top 10 Skills Employers Look For in Human Resources

1. Communication
   - If you can’t communicate effectively in HR, you should find another line of work.

2. Organizational Skills
   - A HR officer has to make sure things get done.

3. Microsoft Excel
   - Any business runs on numbers, and numbers make up spreadsheets.

4. Word & Office
   - These programs are everywhere.

5. Writing
   - Every office needs people who can write.

6. Detailed-Oriented
   - A HR plan can contain thousands of items, everything from benefits, and more.

7. Problem Solving
   - Most of us will face problems at work, but HR is no exception.

8. Research
   - Any HR plan needs research, so it’s a skill people who work in the field are comfortable with.

9. Building Effective Relationships
   - If HR isn’t about connecting with people, then what all.

10. Planning
    - HR is a strategic business function, so they use business plans and budgets.