

**HR Assistant:** The HR Assistant should be with outstanding administrative and communication skills. An HR Assistant is expected to be a conceptual; thinker with superb organizational and time management skills. She or He must be reliable and should accurately follow instructions with the ability to multitask and acclimatize in a fast-paced environment.

She or He needs to have a deep understanding of the ARIS mission and vision and know the team. For this same reason, it is important the PA has great interpersonal skills, is well-presented and professional.

Computer literacy, verbal and written articulacy, Professional discretion, Efficiency, Well-developed time management skills, Strong organizational skills are the qualities sought. A Bachelor degree and a minimum of 2 years experience are a minimum requirement.