

About skills needed to work in a corporate office manager

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Your full February 7, Personal ment To work in a corporate office as a manager, the most important skills that are needed include effective communication with the customers, and the wish to help out the employees in their problems. I am proud to possess both of these skills, and this is what makes me a leader in the business field. I believe in ethical leadership. I believe in working collaboratively where everyone gets his share of profit through helping each other out. I like to meet employees individually and in groups in order to listen to their problems. I like to offer better solutions to them so that their problems do not hinder with their performance at the workplace. I believe in others' competencies and know how to motivate them to make the best use of their capabilities. I always volunteer to support others morally and physically in whatever means I can to improve the productivity of the business. I believe in fairness. I know that customers must be given first priority. I consider them as the most important asset of any business. Their opinion matters a lot and I value their feedback. Moreover, all employees must be treated at an equal level without any favoritism or bias. They should be compensated for their hard work and must be paid in time. These values and standards make me an ethical leader, and others want to follow me in my footsteps because they get the inspiration to work even harder to become future leaders. I am proud of my capabilities as a leader and can prove to be an ethical leader in the business I pursue.