

- Strong business acumen
- Demonstrated strategic and systems thinking skills
- Ability to be flexible and open to change
- Strong organizational skills, including the ability to meet deadlines
- Ability to work independently and in collaboration to achieve goals
- Proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint
- Ability to work effectively with all levels of management and the global HR team
- High energy level and the ability to deliver results in a fast-paced environment

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Must have the ability to perform office-related tasks which may include prolonged sitting or standing
- Must have the ability to move from place to place within an office environment
- Must be able to use a computer
- Must have the ability to communicate effectively
- Some positions may require occasional repetitive motion or movements of the wrists, hands, and/or fingers

This job description is not intended to be all-inclusive; an employee will also perform other related job responsibilities as assigned by immediate supervisor and other management as required. Peabody reserves the right to revise job descriptions or change and/or modify job responsibilities, functions and requirements as the need arises. This job description does not constitute a written or implied contract of employment.