

Person Specification

Administrative Assistant



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Experience and proficient in the use of MS office software packages, especially Excel, Word and Outlook.
- Experience of working in a busy office environment.
- Keen attention to detail.
- Good oral and written communication skills.
- Good organisational skills.
- Able to work on own initiative and as part of a team.
- Ability to complete tasks with minimum supervision.
- Confident, assertive and capable of dealing with people at all levels in the organisation
- Discretion and able to maintain confidentiality.
- Willingness to learn new skills and self-awareness of personal development areas.
- Committed to Equal Opportunities and anti-discriminatory practice.

Desirable

- Knowledge of local authority/ TWAM financial procedures
- Knowledge of local authority working practices.
- Cash handling experience.
- Experience of using CRM (Customer Relationship Management) databases

Part B

The following criteria will be further explored at the interview stage:

- Good oral and written communication skills.
- Experience and proficient in the use of MS office software packages, especially Excel, Word and Outlook.
- Experience of working in a busy office environment.
- Good organisational skills.
- Able to work on own initiative and as part of a team.
- Confident, assertive and capable of dealing with people at all levels in the organisation.
- Discretion and able to maintain confidentiality.