



## Person Specification

### Office Administrator

<b>Feature sought</b>	<b>Essential requirements</b>	<b>Desirable requirements</b>
<b><i>Experience</i></b>	Previous administrative/reception experience	Experience of planning and progressing work activities proactively within general guidelines, using initiative and judgement (escalating matters if necessary)
<b><i>Knowledge</i></b>	Good knowledge of MS Excel	Good familiarity with the MS Office suite
<b><i>Skills</i></b>	Excellent written and oral communication skills  Excellent attention to detail and accuracy in performing work in a highly diligent manner  Responsive and flexible attitude to providing administrative support  Good numeracy skills	Able to work unsupervised and exercise initiative, conceiving, instigating and managing own workload; meeting agreed deadlines  Website administration
<b><i>Qualifications</i></b>	GSCE/ 'O' level or equivalent in English and Mathematics	Degree (in any subject) or equivalent relevant experience
<b><i>Personal attributes</i></b>	Excellent organisation and planning skills  Good team-worker and able to build good working relationships at all levels  Conscientious and reliable  Commitment to high level of customer service	