# PERSON SPECIFICATION

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| **Directorate:****Service:** Environmental Care | **Post Title:** Administration Assistant**Grade:** 7 - 11**Post Number:**  |
| **Attributes** | **Essential** | Desirable | **How Identified** |
| Relevant Experience | Minimum 1 year experience of an office based customer-focused environment;Familiar with all office equipment; | Experience in Local Government; | Application form / Interview; |
| Education and Training | 5 GCSE passes at grade C or above, including maths and English , or equivalent; | BTEC in Business Administration or equivalent; | Application form / Interview; |
| **Special Knowledge and Skills** | Good IT and keyboard skills, including Microsoft Word and Excel;Good analytical skills, with ability to analysis statistical data;Excellent communication skills, written and verbal;Ability to meet deadlines and prioritise workload;Ability to work as part of a team and organise tasks and work unsupervised; | Specialist training in IT and Software; | Application form / Interview; |
| Any Additional Factors | Commitment to providing excellent customer service to the community;Commitment to equal opportunities; |  | Interview; |
| Prepared by: (Manager) ………………………………………….Approved by: (Personnel) ………………………………………… | Date: …………………..Date: ………………….. |