

 Person Specification

 **Administrative Assistant**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications / Experience** |  |  |
| * Level 2 qualification in Business Administration (NVQ or equivalent)
 | **\*** |  |
| * Relevant experience
 | **\*** |  |
| * IT Literate equivalent to level 2 with working knowledge of MS Excel
 | **\*** |  |
| * Level 2 qualification in English (GCSE or equivalent)
 | **\*** |  |
| * Level 2 qualification in Mathematics (GCSE or equivalent)
 | **\*** |  |
| * Experience of monitoring and maintaining records
 | **\*** |  |
| * First Aid certificate
 |  | **\*** |
| * Fire Marshall qualification
 |  | **\*** |
| Circumstances |  |  |
| * Able to work flexibly, including early mornings, evenings and weekends where required
 | **\*** |  |
| * Able to travel as needed to fulfill the requirements of the post
 | **\*** |  |
| Personal Skills |  |  |
| * Excellent organisational and time management skills
 | **\*** |  |
| * Excellent administrative skills
 | **\*** |  |
| * Able to work within audit requirements
 | **\*** |  |
| * Able to plan and prioritise
 | **\*** |  |
| * Able to work to deadlines and under pressure
 | **\*** |  |
| * Able to work independently without supervision
 | **\*** |  |
| * Able to respect confidentiality
 | **\*** |  |
| * Attentive to detail
 | **\*** |  |
| Interpersonal Skills |  |  |
| * Excellent oral and written communication skills
 | **\*** |  |
| * Able to work as part of a team
 | **\*** |  |
| * Able to work collaboratively with other departments
 | **\*** |  |
| * Able to communicate in Welsh
 |  | **\*** |
| Personal Attributes |  |  |
| * Commitment to Quality
 | **\*** |  |
| * Commitment to Continuing Professional Development
 | **\*** |  |
| * Commitment to Diversity
 | **\*** |  |
| * Professional
 | **\*** |  |
| * Reliable
 | **\*** |  |
| * Motivated
 | **\*** |  |
| * Adaptable
 | **\*** |  |