

Person Specification

**Administrative Assistant**

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|  | **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 | **\*** |  |