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| **Person Specification – Administration Assistant** | **Essential** | **Desirable** |
| **EXPERIENCE**  Previous experience in a similar role.  Experience dealing with members of the public, including complaints.  Proficient in the use of Microsoft Office Word, Excel, power point and outlook.  Experience of One Drive.  Experience of remote working.  Experience of Canva. | X | X  X  X  X  X |
| **KNOWLEDGE**  Knowledge of local Government.  Knowledge of Event planning.  Knowledge of Social Media Channels.  Knowledge of GDPR (Date Protection). |  | X  X  X  X |
| **SKILLS**  Able to work in a small team or alone.  Able to work on own initiative and complete tasks without supervision.  Able to identify problems/seek advice and use it effectively.  Organised, able to use and maintain different systems and meet deadlines.  Ability to communicate clearly and effectively, written, and oral.  Hold a current Valid Driving licence and have use of a car. | X  X  X  X  X  X |  |
| **PERSONAL QUALITIES**  Adaptable.  Willing to attend relevant training. | X  X |  |