

## PERSON SPECIFICATION

<b>Job Title:</b>	Administrator
<b>Department:</b>	Admin
<b>Responsible to:</b>	Admin Team Leader
<b>Experience Required</b>	
<ul style="list-style-type: none"> <li>• Previous administration experience is essential, and we are looking for someone who is used to working in a busy office environment, with daily deadlines.</li> <li>• Experience in answering and dealing with telephone calls and emails in professional and efficient manner.</li> <li>• You must have knowledge of using Microsoft, Outlook, Word, and basic level of knowledge of using Microsoft Excel.</li> </ul>	
<b>Skills Required</b>	
<ul style="list-style-type: none"> <li>• You will need to have excellent administration skills.</li> <li>• You must have excellent communication skills.</li> <li>• You will need to have excellent organisational skills.</li> <li>• You will need to have excellent IT skills.</li> <li>• You will need to be professional.</li> <li>• You will need to be good at multi-tasking and able to learn new skills quickly, as you will be working across different systems.</li> <li>• You must have excellent attention to detail.</li> <li>• You must have the ability to learn quickly and be a team player.</li> </ul>	
<b>Other Requirements</b>	
<p>Essential:</p> <ul style="list-style-type: none"> <li>• Self-motivated, proactive, and friendly team player.</li> <li>• Flexible individual who can respect and support others within a team.</li> <li>• Commitment and loyalty to the organisation's values &amp; mission</li> </ul> <p>This person specification will be reviewed and updated annually in consultation with relevant staff.</p>	



**STEP**

Details on our Full STEP Members can be found on the STEP Members page at [www.countrywidegroup.co.uk](http://www.countrywidegroup.co.uk)



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