



PERSON SPECIFICATION

Job Title: Administration Assistant

Job No:

Grade: GR2

Division:

No of Post:

Section:

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	Experience in a general administration environment	AF/I
	Typing experience	AF/I
	Experience of Microsoft Word package	AF/I
	Experience of using database applications	AF/I
	Experience of reception work	AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	Able to communicate effectively and accurately both verbally and in writing	AF/I
	Able to communicate in a clear and concise manner both on the telephone and face to face	AF/I
	Ability to write clear, letters and reports	AF/I
	Ability to complete work to the required standards of accuracy and presentation	AF/I
	Able to follow set procedures	AF/I
	Ability to develop and maintain effective working relationships with a wide range of people	AF/I
	Ability to work on own initiative with minimum supervision	AF/I
	Knowledge of standard office procedures	AF/I

	Knowledge of standard office equipment	AF/I
TRAINING	Willing to undertake job related training	AF/I
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications	A* - C in GCSE English or equivalent An intermediate or above qualification in word processing/typing skills	AF/I AF/I
OTHER		
CONTRA INDICATION		

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S
EQUAL OPPORTUNITIES POLICY**

COMPILED BY: _____

DATE:

(Shortlisting/Interviewing Panel): _____

DATE:
