



Person Specification

Position:	Administration Assistant
Location:	Central Office, London
Reports to:	Office Administrator

Experience should be comprehensively outlined as part of the supporting statement.

Essential

A Administration Assistant must demonstrate the ability and willingness to undertake the following:

- Able to demonstrate exceptional customer care
- Enthusiastic and 'can-do' attitude
- Even-tempered and courteous at all times
- Presentable
- Punctual and reliable
- Diplomatic
- Must have a clear speaking voice
- Must dress appropriately for a "front-line" office environment.
- Ability to touch type accurately (min 35wpm)
- Experience of using Microsoft Word, Microsoft Outlook, and other Windows based packages
- Experience in dealing with phone calls
- Ability to draft own emails / memos
- Methodical and able to apply self to routine tasks.
- Flexible and able to adjust to changing tasks quickly if required.
- Willing to work additional hours, on occasions, if the workload demands
- Able to work as part of a team

Desirable

Although not essential, prior experience of the following are desirable:

- Previous experience of similar work
- Experience of Microsoft Publisher
- Audio typing experience
- Full UK driver's license