

Company Administrator Person Specification

Essential:

- Excellent written communication skills
- Excellent administration experience and strong organisational skills
- Experience of Microsoft office including advanced use of excel
- An understanding of financial systems
- Experience of minute taking
- The ability to set up, operate and develop efficient office systems
- The ability to prioritise tasks within competing work demands and to meet deadlines
- The ability to work on own initiative showing a proactive approach to work
- The ability to deal confidently and positively with a wide range of people of all ages and backgrounds, in writing, face-to-face and over the telephone
- Great attention to detail
- An ability to work well as part of a team

Desirable:

- Experience of working within an arts organisation
- A relevant degree or professional qualification that is relevant to the post
- The willingness to work on occasional workday evenings and weekends where required
- Experience of Indesign, Premiere Pro and Photoshop (other)